**MARY I. SMITH**

Smithm@newpaltz.edu - (614) 555-1234

**EDUCATION**

State University of New York at New Paltz, New Paltz NY (AACSB Accredited)

Bachelor of Science in Finance, expected May 2023

GPA: 3.5; Dean’s List (7/8 semesters)

Relevant courses: Managerial Accounting, Financial Management and Policy, Investment Analysis and Portfolio Management, Risk Management and Derivatives

State University of New York at New Paltz, New Paltz NY

Micro-credentials: Corporate Communication and Executive Leadership, December 2022

**EXPERIENCE**

Nike Outlet, Woodbury NY, 2021-2023 (Summers and college breaks)

**Financial Analyst Intern**

* Assist CFO with presentations and special projects
* Reconcile G/L accounts and internal allocations for the month end closing process
* Support SAP data entries and generated financial reports for upper management
* Assisted with forecasting and budgeting process for 2021
* Monitor internal costs (e.g., IT related expenses)

Santiago Restaurant Corporation, Spring Valley, NY, Spring 2022

**Administrative Intern**

* Assisted in the corporate office with database updates, financial records, and preparing spreadsheets of daily activity

New Paltz Sports Center, New Paltz NY, Fall 2021

**Marketing Consultant – class project**

* Designed new logo for the store and developed a business plan for marketing
* Represented The Sports Center at a regional marketing conference
* Assisted in the development of The Sports Center’s first website
* Hired, trained and supervised creative staff including visual merchandising managers and store designers

Sterling Golf Stores, Kingston, NY, May 2020 – August 2021 (seasonal)

**Assistant Manager**

* Administered daily operations; including opened the store, handled finances, maintenance, and customer service
* Oversaw store finances, including cash flow and daily cash register audits

**SKILLS**

*Computer*: Microsoft Office, Google Workspace, Python, R, R Studio

*Language*: Fluent in Spanish and English; intermediate proficiency in Mandarin

**AFFILIATIONS**

American Finance Association (AFA), 2020-Present

Vice President, Accounting and Finance Association, 2019-present

Omicron Delta Kappa (ODK) National Leadership Society, inducted 2020