**MARY I. SMITH**

New Paltz, NY | El Paso, TX

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

**EDUCATION**

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

Bachelor of Science in Accounting, expected May 2024

GPA: 3.5; Dean’s List (6/6 semesters)

Relevant Courses: Advanced Accounting, Cost Accounting, Strategic Management, Intermediate Accounting 1 & 2, Auditing

Universidad Autónoma de Guadalajara, Mexico

Study Abroad, Spring 2022

**EXPERIENCE**

Nike Outlet, Rochester NY, 2021-2022 (Summers and college breaks)

**Assistant Manager**

* Sold sportswear products in a high-traffic retail environment
* Created employee incentive program, resulting in 25% increase in first-year retention
* Designed research project for community business association on brand management

Santiago Restaurant Corporation, Teilano, Mexico, Spring 2022

**Administrative Intern while on Study Abroad**

* 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 it
* 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, maintained the facility and customer service
* Controlled store finances, including cash flow, daily cash register audits

**SKILLS**

*Computer*: Microsoft Office, Google Workspace, R Studio, SPSS, Quickbooks

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

**AFFILIATIONS**

National Association for Black Accountants, 2021-Present

*Vice President for Programming* – designed promotional materials for events including the New Paltz University Business Etiquette Luncheon and the Health Fair, 2021-2022

American Accounting Association, 2021-Present

Beta Gamma Sigma, inducted 2021