

JANE SMITH

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Qualification Summary

- Built professional, leadership, and organizational skills from being elected as Vice President of Special Events and awarded as Outstanding Candidate for Beta Alpha Psi.
- Responsible for daily transactions for 5 entities including: Golf Course, HOA, and Condominiums.
- Provide professional face as a representative of The W.A. Franke College of Business in my roles of Student Ambassador and Student Intern at The Career Development Office.
- Plan and lead interactive learning sessions to reinforce concepts as a Supplemental Instruction Leader for Introduction into Financial Accounting, for over 150 students including over 280 visits.

Education

Northern Arizona University

Bachelor of Science in Accountancy

3.75 GPA

Flagstaff, AZ

December, 2016

Professional Experience

Supplemental Instruction Leader – Financial Accounting • Summer 2015 to Present

- Provide leadership to help over 150 students learn and understand accounting concepts
- Encourage students to learn and work together by creating a communicative environment
- Provide an understanding of the importance and application of study skills and strategies

Student Ambassador • 2015

- Promote The W.A. Franke College of Business by providing guided tours to perspective students, alumni, and donors
- Provide information and advice to perspective and current students
- Help facilitate and represent The W.A. Franke College of Business' events with fellow ambassadors

Work Experience

The Career Development Office Student Intern • Summer 2015 to Present

- Create and organize local job and internship binder by major for business students with over 100 job postings; and a professional guide binder with over 100 guides, tips, and examples.
- Create electronic floor plan for Career Exploration Day using Microsoft PowerPoint for 131 tables
- Market for Career Events and The Career Development by creating flyers and social media posts

Flagstaff Ranch Golf Club Accountant Assistant • Summer 2015

- Accurately record daily transactions with deposits and invoices
- Responsible for handling, collecting, and sending large amounts of money
- Proficient in time management to get job done efficiently

Flagstaff Ranch Golf Club Server • 2014 to 2015

- Provide professional service to golf club members
- Implement teamwork to fulfil daily job duties

Professional Membership

Beta Alpha Psi – *Vice President of Special Events* • Fall 2015, Spring 2016

Awards and Honors

2013-2017

Fall 2013, 2014, 2015, Spring 2015

Lumberjack Scholarship

Dean's List