

John Smith

101 E. McConnell Dr.
Flagstaff, AZ 86011
928-523-1291
FCB-CDO@nau.edu

This is an actual student resume. The name and contact information have been changed!

QUALIFICATIONS

- Audited invoices and reimbursement of WIC stamps to Arizona food vendors
- Provided outstanding face to face customer service while working at Foot Locker, Inc.
- Knowledge and proficiency in Microsoft Excel with pivot table experience
- Demonstrated time management skills through balancing two undergraduate majors, hockey, and being the President of the hockey team

EDUCATION

Northern Arizona University
August 2016-Present

Expected Graduation: May 2017
Flagstaff, Arizona

- Masters of Business Administration with an emphasis in Accountancy
- Will fulfill 150 credit hour requirement for CPA Exam

Northern Arizona University
2012-2016

Graduated: May 2016
Flagstaff, Arizona

- Major: Accountancy
- Major: Finance

EXPERIENCE

Pro Ambitions Hockey Camp

Assistant Coach

June 2016-August 2016

- Instructed young players on the basics of hockey including shooting, skating, stick handling, passing, etc.
- Motivated players to understand and follow team rules
- Fostered an environment emphasizing teamwork and good character
- Organized, planned, and demonstrated drills and lesson plans

Foot Locker, Inc.

Part-Time Sales Associate

June 2015-October 2015

- Drove sales through selling main and complimentary products
- Displayed knowledge of products provided by the company
- Stocked store with products on the sales floor and in the stock room

Kelly Services - Arizona Department of Health Services - BNPA

IT and Financial Team Intern

December 2014-January 2015 and May-August 2013 & 2014

- Audited invoices and reimbursement of WIC stamps to Arizona food vendors
- Managed inventory accounts and prepared surplus for transfer for various vendors in Arizona
- Prepared Labor Activity Reports for Bureau of Physical Activity and Nutrition
- Prepared documents necessary for National and State audits
- Created spreadsheet to manage \$3.3 million of marketing expenditures
- Prepared and delivered presentation on government procurement processes

AFFILIATIONS

Northern Arizona University Hockey (2012-Present)

- Bank account manager of \$200,000
- President (2013-Present)
- Captain (2016-2017), Assistant Captain (2015-2016)

American Collegiate Hockey Association (ACHA)

- Academic All-American (2014-Present)

Graffiti Busters volunteer