

Accounting Technology
Resume Format Guideline for Job Search Class

John R. Smith
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College Address

260 Colony Manor Drive
Rochester, NY 14623

Home Address

123 Wickshire Lane
Buffalo, NY 13432

OBJECTIVE: To obtain a ten-week cooperative work experience in the field of accounting technology that will allow me to use my technical, organizational and communication skills.

EDUCATION: Rochester Institute of Technology
National Technical Institute for the Deaf, Rochester NY
Area of Study: Accounting Technology
Associate's degree anticipated May 2013

TECHNICAL SKILLS:

Microsoft Office XP 2007; Word, Excel, PowerPoint, Access, Publisher and Outlook;
QuickBooks, selected computerized general ledger applications and various internet sites.

RELEVANT COURSEWORK:

Accounting I, I, III & IV	Applied Accounting Techniques
Cost Accounting I and II	Data Processing for Business Careers
Economics I and II	Fundamentals of Management
Fundamentals of Marketing	Keyboarding
Payroll Spreadsheet Applications	Records Management/Business Calculations

EXPERIENCE:

Office Assistant Summer 2010
Hyatt Legal Services, Buffalo, NY

- Maintained records of accounts receivable
- Processed incoming and outgoing mail
- Verified invoices from clients
- Processed checks for accounts payable and expenses

Accounting Clerk September 2009
Marriott Food Services, Buffalo, NY

- Processed incoming and outgoing mail
- Performed bookkeeping duties including all areas of accounting
- Processed checks to vendors (Accounts Payable)
- Verified invoices from clients

ACTIVITIES/HONORS: NTID/RIT Dean's List: Winter 2010, Spring 2009 and Fall 2009
Rockefeller Scholarship Recipient: Spring 2009
Kappa Theta Alpha, Member: Spring 2009 to present

EMPLOYMENT CONTACT: Dawn Lucas (585) 475-7654 or delnce@rit.edu

REFERENCES: Available upon request