

# Jack Smith

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Accounting student with a 4.0 GPA and hands-on work experience in small business bookkeeping. Completed 32 credit hours to date, with intensive coursework on auditing, cost accounting, and managerial accounting. Committed to continually gaining and applying new finance knowledge.

## Education

### Candidate: Bachelor of Science (BS) - Accounting

The Ohio State University | expected May 2023

4.0 Major GPA

Select Coursework: Accounting & Economic Principles | Audit & Assurance | Business Law | Cost & Managerial Accounting | Taxation

## Key Skills

- Accounting Principles
- Advanced Microsoft Excel
- Financial Statements
- ProSeries
- QuickBooks

## Professional Experience

### Bookkeeper

Small Accounting Corp, Columbus, OH | December 2019 to Present

- Write and edit journal entries to accurately document revenue and expenses
- Closely track accounts payable and receivable to ensure timely, accurate billing operations
- Support monthly close by reconciling entries, closing out accounts, and running financial statements
- Prepare and send accurate invoices to clients and suppliers
- Work with treasury to manage cash flows and bank account balances

### Administrative Intern

Tax Prep LLC, Columbus, OH | May 2019 to September 2019

- Answered phones, greeted office visitors, and helped prepare for client meetings
- Replied to new client emails, providing information on the firm's services and pricing schedules as needed