

# JOHN B. JOBSEEKER

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## SUMMARY OF QUALIFICATIONS

Personable **Accounting** student looking to gain an entry level opportunity within an accounting firm. Skilled with financial statement preparation, accounts payable, accounts receivable and some tax. Trustworthy with money, accurate with balancing general ledgers and dependable on getting paperwork completed and filed on time. Known for technical and computer skills including accounting and tax software.

## EDUCATION

**Cuyahoga Community College**, Cleveland, OH

Pursuing Associate of Business Administration

Major: **Accounting**

Expected Graduation – May 2019

GPA: 3.77 – Dean's List: Spring 2017

Related Coursework: Financial Accounting, Managerial Accounting, Principles of Macroeconomics, Principles of Microeconomics, and Modern Math for Business

**Northern Kentucky University**, Highland Heights, KY

Computer Science classes - 1 year

## INTERNSHIP EXPERIENCE

**Excel, Inc.**, Euclid, OH

Fall 2016

**Accounting Clerk**

Assisted with data entry of accounts payable and accounts receivable.

- Entered 250+ invoices daily providing accurate and up to date records for department supervisors.
- Increased data entry speed from 5000 to 9000 keystrokes providing double amount of information input.

## EMPLOYMENT HISTORY

**Footlocker, Inc. (Champs Sports)**, Maple Heights, OH

2016 – Present

**Retail Sales Associate**

Produce sales activity, deliver outstanding customer experience, and provide operational expectations. Maintain product organization during high-traffic periods.

- Develop high levels of customer satisfaction by being knowledgeable on all products offered, and teaming up with co-workers providing excellent sales service.
- Assist customers purchasing products ensuring sales and establishing rapport for future business.

**Tax Consultant Services**, Middleburg Heights, OH

2015 – 2016

**Assistant Tax Clerk (Seasonal)**

Analyzed and balanced multiple financial statements for small corporations. Calculated tax returns for individuals, partnerships, and corporations.

- Explained how to file tax returns online resulting in tax customers receiving returns 25% quicker.
- Discussed possible computer reorganization regarding financial statements documentation reducing workload and improving organizational workflow.
- Aided with balance sheets initially and promoted to handling all financial statements based on maturity and understanding of information.

**Subway Restaurant**, Strongsville, OH**2013 – 2016****Store Manager****2015 – 2016**

Managed and tracked the following elements: Store Sales, Net Profit and Overall Store Business, performed inventory management and stock control including weekly stock take and reports. Analyzed the weekly sales and inventory reports to improve the business.

- Prepared schedule for 8 full and part time employees with variety of availability ensuring full staff to handle all customers.
- Met restaurant financial objectives by forecasting requirements including preparing annual budget, scheduling expenditures, analysing variances, and initiating corrective actions.
- Controlled costs by reviewing portion control and quantities of preparation minimizing waste and ensuring high quality of preparation.

**Sandwich Artist****2013 – 2015**

Prepared sandwiches, baked bread, and stocked trays and paper products. Marketed restaurant as time permitted and maintained a full time work schedule while attending school.

- Created 100+ sandwiches daily using a variety of stocked meats, cheeses and vegetables fulfilling customer requests in a timely manner over busy lunch hour shift.
- Publicized restaurant by designing and placing advertisements, encouraging local businesses to hold social events at restaurant.

**TECHNICAL SKILLS / LANGUAGES**

QuickBooks

Peachtree

Tax Pro Series

Microsoft Office Suite: Excel – Word – PowerPoint – Access – Outlook

Fluent in Arabic – speak, read, write and comprehend

Basic Spanish – speak and comprehend

**VOLUNTEER WORK / PROFESSIONAL DEVELOPMENT**

Greater Cleveland Volunteers, Cleveland, OH – Member, Summer 2017

St. James Festival, Rocky River, OH – volunteered to distribute cash boxes to booths, Summers 2009 – 2016

Basic Leadership Certificate – Achieved Spring 2014

**ASSOCIATIONS**

The Ohio Society of CPA's, Member since Spring 2017

Cuyahoga Community College – Phi Theta Kappa Honor Society, Member since Fall 2016

Cuyahoga Community College – Honor's Fellowship Program – awarded for 2016 – 2017 school year