

GEORGIA A. SMITHSON

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OBJECTIVE

To obtain a position as an **Accounting Clerk**

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science: Accounting Associate Degree

Anticipated Graduation May 20xx

GPA – 4.0 / 4.0

Relevant Coursework

Financial Accounting

Payroll Accounting

Managerial Accounting

Business Law

Cost Accounting

Microeconomics

SKILLS

Microsoft Word, PowerPoint and Excel

QuickBooks

WORK EXPERIENCE

Bookman and Associates, Elmhurst, IL

Receptionist

August 20xx to Present

- Perform administrative support tasks including transcribing information and operating computers to work with pay records, 1099's, and other documents
- Answer and screen calls, provide information, take messages and schedule appointments
- Greet persons to determine nature and purpose of visit, and direct them to specific destinations
- File and maintain records and collect, sort, distribute, and prepare mail
- Operate office machines including photocopiers, scanners and voice mail systems

ACTIVITIES

Harper College, Palatine, IL

Accounting Club

Treasurer

June 20xx to Present

- Create yearly budget for club and present budget to membership and advisors
- Handle all expenses, reimbursements and payment of invoices using QuickBooks