**Joan Garrett** 2935 Elm Street│Morro Bay, CA 93442│(805) 772-3344 │jagarre@calpoly.edu

7235 El Camino Real│ San Jose, CA 95577│(805) 466-7855

**OBJECTIVE**

Summer internship with public accounting firm.

**EDUCATION**

California Polytechnic State University, San Luis Obispo, CA

Bachelor of Science: **Business Administration**, June 2013

Concentration: **Accounting**

**Accounting Courses and Grades**

214 Financial Accounting (A-)

215 Managerial Accounting (A) 314 Tax Accounting (Spring)

321 Intermediate Accounting I (B+) 425 Auditing (Spring)

322 Intermediate Accounting II (Winter) 391 Management Info Systems (B)

**Memberships Honors**

Golden Key National Honor Society Chevron Scholarship

CPAC (Cal Poly Accounting Club), Treasurer Barceloux Brothers Scholarship

SAAC (Student Accounting Advisory Club) Dean’s List, Cal Poly

**EXPERIENCE**

Cal Poly San Luis Obispo, CA 2010 – present

**Student Assistant**, Orfalea College of Business Advising Center

* Advise up to 12 business students daily on academic progress
* Update detailed curriculum sheets and review degree audit reports
* Revised academic/creative content of Advising Center website (1500 hits daily)

McCormick & Co., Inc./Schilling Division Salinas, CA Summer 2009

**Intern**

* Assisted with accounts payable
* Prepared daily, weekly and monthly status reports and charts using Excel
* Assisted with training new employee

Oxnard Recreation Department Oxnard, CA Summer 2008

**Day Camp Instructor**

• Taught safety standards, cheer and dance techniques to 12 children ages 7 to 14

• Received “Safety Award” in recognition for actions taken in a crisis situation

**COMPUTER SKILLS**

Excel, Word, Access, PowerPoint, Quicken

**VOLUNTEER EXPERIENCE**

Cal Poly 2004 Homecoming Committee

Cal Poly Week of Welcome Volunteer

John Madden Celebrity Golf Tournament

Big Brothers, Big Sisters Fundraiser

**ACCOUNTING FIRM INFORMATION**

Department of interest: Audit or Tax

Summer Internship

Start Date: June 2012

Location Preference: San Jose, San Francisco, Sacramento or Southern California/Los Angeles

Proof of eligibility to work in the U.S.: Yes

Cal Poly Major GPA: 3.4

Cal Poly Overall GPA: 3.3

SAT: Verbal 610, Quantitative 590, Total 1200

CPA Exam: No

Independence Statement: 1) Relatives and affiliations – No; 2) Stock holdings – No

**Writing Samples** [address both topics]:

1) Write one or two strong paragraphs to describe a recent project on which you worked that demonstrated your determination to complete challenging tasks.

2) Write one or two strong paragraphs to describe your single most significant accomplishment in the past two years, and how that accomplishment demonstrates your qualifications for a position with an accounting firm.