

Joan Garrett

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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)

321 Intermediate Accounting I (B+)

322 Intermediate Accounting II (Winter)

314 Tax Accounting (Spring)

425 Auditing (Spring)

391 Management Info Systems (B)

Memberships

Golden Key National Honor Society

CPAC (Cal Poly Accounting Club), Treasurer

SAAC (Student Accounting Advisory Club)

Honors

Chevron Scholarship

Barceloux Brothers Scholarship

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.