

Mary Smith

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EDUCATION

2006 - 2007 The University of Learning

Masters in Professional Accounting, focus in Taxation

2003 - 2007 University of Smarts

Bachelor of Business Administration in Accounting

Bachelor of Art in Spanish; Minor in Economics

Degree: 2.1

2005 - 2006 The Atlantis School of Learning

One Year Study Abroad : 2:1 Honours Degree

Summer 2004 Universidad de Conocimiento

Study Abroad: completed a six-week intensive program in Spanish

EXPERIENCE

Summer 2007 Money Company LLP, Assurance Intern, Financial Services

- Assisted on the second quarter interim review for AIG and managed the client request list
- Analysed and gathered relevant insurance industry information to update the Audit Strategy Memo
- Worked with a team to create and present a mock proposal to a panel of partners

Autumn 2006 Accounting 5311: Audit Systems, Group Project, SMU

- Applied Excel to integrate a trial balance with the financial statements necessary for GAAP
- Calculated inventory, cost of goods sold and taxes and made adjusting entries

Summer 2006 John Doe LLP, Audit Intern

- Performed bank reconciliations and cut-off testing while assisting on several audits
- Used Sage Accounts Production Advanced software for accounts preparation

2004 - 2005 The Tutoring Place, Tutor

- Individually tutored at risk students and developed my mentoring and listening skills
- Explained concepts clearly and logically to help students realize their academic goals

LEADERSHIP

2004 - Present The International Humanitarians Committee

- Philanthropy committee coordinator 2004-2005
- Organised fundraising events and raised over #30,000 for St. Mark's Hospital 2004 - 2007
Alexander the Great Entrepreneurship Organisation
- Director of Events Marketing 2004 -2005
- Helped promote entrepreneurial ventures and investment opportunities in Dallas 2005 - 2006
Women in Business
- As a member, I helped promote business opportunities for women in the UK

SKILLS AND INTERESTS

Technical Skills: Microsoft Word, Excel, Access, PowerPoint, Lotus Notes

Language Skills: English and Spanish (fluent), currently studying French

Interests: Active soccer player and outdoor enthusiast

Location Preferences: London, New York