**Becky T. Smith** 1845 South 1st Street E, Apt. 202, Wichita KS, 67212

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**EDUCATION**

Bachelor of Business Administration, Accounting December 20XX

Wichita State University, Wichita KS Accounting GPA: 3.8/4.0

CPA Eligible August 20XX

• Barton Scholars

• President, Beta Alpha Psi

• Secretary, Barton Accounting Professionals

**RELEVANT EXPERIENCE**

Intern

*Allen, Gibbs & Houlik, Wichita KS* Spring 20XX

• Maintained client accounts by working with a successful managing partner

• Coordinated income statements,balance sheet analyses, cash flow and tax returns for

three designated clients

Summer Intern

*Associated Partners, Newton KS* Summer 20XX

• Assisted with income statements and balance sheet analysis, cash flow, budgeting and

forecasting

• Learned about aspects of the online brokerage business by working closely with

experienced stockbrokers

• Communicated with clients providing excellent customer service in-person and via phone

Front Desk Assistant

*Wichita State University, Wichita KS* September 20XX - May 20XX

• Maintained a secure lobby environment for students of Wheatshocker Apartments

• Assisted with the delivery of daily mail, outside deliveries and general customer service

• Facilitated the development of student activities and events that occurred bi-monthly

during the academic year

**COMMUNITY SERVICE**

• American Red Cross, special team volunteer for community events 10 hours per week

• Cathy’s Soup Kitchen, volunteer for special events and during holidays

• Habitat for Humanity, fundraising event for professionals June 20XX

**COMPUTER SKILLS**

• Microsoft Office, Adobe programs and QuickBooks