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PROFESSIONAL OBJECTIVE:

To obtain an accounting position

EDUCATION:

Joliet Junior College, Joliet IL
Associates in Applied Science, December 1998
Major: Accounting
Cumulative GPA 3.00/4.00

RELEVANT COURSES:

Introduction to Accounting: Financial
Intermediate Accounting I
Intermediate Accounting II
Federal Taxation
Corporation Accounting
Familiar with Excel and Access

INTERNSHIP:

Summer 1998

Midcon Corporation, Lombard, IL
Accounting Intern

- Prepared daily reports for managers and supervisors using Lotus.
- Reconciled summary statements for customers.
- Allocated natural gas flow to specific Point Accountants.
- Attended bimonthly staff meetings regarding various issues, such as: departmental reorganization and assignment of PINS to accountants.
- Assisted accountants via telephone to gather information.
- Awarded Educational Scholarship for successful completion of internship.
- Evaluated for excellent performance as an intern.

EXPERIENCE:

10/97-Present

Woodridge Currency Exchange, Downers Grove, IL
Currency Exchange Clerk

- Responsible for morning balancing and auditing when necessary.
- Assisted in end of month summary recaps.
- Responsible for license work, such as: title, transfers, license stickers and plates.
- Responsible for check cashing and other cash transactions, including: buying and selling foreign currency, transmitting Western Union via data entry, and money orders.