

Steve Smarty

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OBJECTIVE To obtain a full time position in public accounting utilizing my strong communication, analytical and leadership skills.

EDUCATION **Eastern Illinois University, Charleston, IL**
Bachelor of Science in Business December 2009
Major: Accounting
Cumulative GPA: 3.7/4.0

RELATED EXPERIENCE **Deloitte & Touche, LLP, Chicago, IL**
Audit Intern May 2008 – Aug. 2008

- Tested and audited cash for clients
- Prepared benefit plan worksheets
- Priced, referenced and filed audit reports for client portfolios
- Researched accounting practices for client's quarterly filing

Eastern Illinois University School of Business, Charleston, IL
Student Assistant Sept. 2007 – May 2008

- Developed flyers and advertising materials for special events
- Created visual and audio media used in Accounting lectures
- Assisted professors with preparing classroom materials

WORK EXPERIENCE **Jimmy John's Gourmet Sandwiches, Charleston, IL**
Sandwich Artist and Delivery Driver Sept. 2008 – Present

- Prepare sandwiches and meals according to customer specifications
- Provide fast and friendly customer service
- Deliver orders in a timely manner and ensure repeat business
- Process transactions and handle daily inventory

ACTIVITIES **Alpha Kappa Psi (Professional Business Fraternity)** Spring 2007 – Present

Social Chair (Spring 2008)

- Implemented relationships for upperclassmen to mentor underclassmen
- Provided social and professional settings to initiate mentoring activities
- Organized resume workshops

Pledge Coordinator (Fall 2007)

- Organized social events to integrate new pledges into the organization
- Planned and coordinated bi-weekly activities for over 50 members
- Acted as liaison between pledge and active members

HONORS National Society of Collegiate Scholars
Phi Eta Sigma Honor Society
Dean's List (Fall 2007, Spring 2008, Fall 2008)