

## GEORGIA A. SMITHSON

799 White Pine Lane  
Palatine, IL 60067  
847.555.1212  
gasmithson@gmail.com

---

### OBJECTIVE

To obtain a position in the **Accounting** field

### EDUCATION

Harper College, Palatine, IL  
**Associate in Applied Science, Accounting**  
GPA – 4.0 / 4.0

Anticipated Graduation May 20xx

#### Relevant Coursework

Financial Accounting  
Payroll Accounting

Managerial Accounting  
Business Law

Cost Accounting  
Microeconomics

### SKILLS

Microsoft Word, PowerPoint and Excel  
QuickBooks Pro

### WORK EXPERIENCE

#### Receptionist

20xx to Present

Bookman and Associates, Elmhurst, IL

- Perform administrative support tasks including transcribing information and operating computers to work with pay records, 1099's, and other documents
- Answer and screen calls, provide information, take messages and schedule appointments
- Greet persons to determine nature and purpose of visit, and direct them to specific destinations
- File and maintain records and collect, sort, distribute, and prepare mail
- Operate office machines including photocopiers, scanners and voice mail systems

### VOLUNTEER EXPERIENCE

#### PTA Treasurer

20xx to Present

Stevenson School, Palatine, IL

- Create yearly budget and present budget to PTA membership and School Board
- Handle all expenses, reimbursements and payment of invoices using QuickBooks Pro