

Joseph Robinson

Harre Union 1509 Chapel Dr. Unit2183 • Valparaiso, IN 46383

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CAREER OBJECTIVE

Entry-level position utilizing education and training in accounting and/or finance.

SKILLS/STRENGTHS

Excellent verbal and written communication skills; Computer skills and exposure to Microsoft Word, PowerPoint, Excel; Utilizes fact finding research processes to solve problems; Understands relationship between A/P and A/R for what money comes in and what money goes out; Understands General Ledger and how to balance credits and debits

- Highly organized able to multi-task and accomplish multiple objectives
- Professional demeanor and attentive to detail
- Prioritize work flow to include urgent priorities

PROFESSIONAL EXPERIENCE

Ms Mylas Home Child Care Dolton, IL

2006-2013

Assistant

Resourceful in completion of projects, effective at multi-tasking; Organized and filed attendance, and food spreadsheets; Analyzed, examined, and interpreted account information from 2012-2013, compiled financial information; Performed process analysis with budget and income statements, and communicated recommendations to the owner

INTERNSHIPS

Dunigan Construction Chicago, IL

Dec. 2014-Aug. 2015

junior project accountant assistant

Accomplishments:

Operated weekly payroll, created manual checks, and made journal entries for payroll to include tax liability using Sage Construction Accounting software system; Completed payroll using Benefit Mall online system; Created Monthly Union Reports in Microsoft Excel for Bricklayers and Laborers to reflect hours worked; Completed and reviewed certified payroll for bricklayers and laborers using Microsoft excel

EDUCATIONAL BACKGROUND

Valparaiso University, Valparaiso, IN

Anticipated graduation date: May 2017

Major: Double major Accounting/Finance; Anticipated to take CPA exam upon graduation

GPA 3.0/4.0

Gwendolyn Brooks College Preparatory Academy, Chicago, IL

Graduated: June 2013

GPA 3.4/4.0

RELATED COURSEWORK

- Managerial & Cost Accounting
- Financial Accounting
- Computer Information System (SAP)
- Business Law

ASSOCIATIONS/MEMBERSHIPS

- | | |
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| National Honor Society- Gwendolyn Brooks College Prep. Academy | 2011-2013 |
| <ul style="list-style-type: none">• Helped market School Wide Hoops for St. Jude Charity fundraiser and accumulated \$700• Fostered with 3-4 kids at local daycare center once a month | |
| Kappa Leadership Institute-Chicago | 2011-2013 |
| <ul style="list-style-type: none">• Participated in weekly ACT tutoring session with high school students.• Assisted with leading underclassmen high school males on College tour trips | |
| Top Teens of America - Evergreen Park Chicago Chapter | 2010-2013 |
| <ul style="list-style-type: none">• Breakfast with Santa for 20-30 seniors at Auburn Common Apartments• Participated in annual MLK Day of Service for low income elementary schools | |