

**Jobe Gator**  
One Main Street  
Houston, TX 77002  
(713) 221-5011  
COBCareerCenter@uhd.edu

## **OBJECTIVE**

To obtain an Accounting internship in the energy industry.

## **EDUCATION**

University of Houston-Downtown, College of Business, Houston, TX

**Bachelor of Business Administration in Accounting, Minor in Finance, May 2017**

**Retail Management Certificate, May 2014**

**Accounting G.P.A.: 3.2; Cumulative G.P.A.: 3.0**

- Financed 60% of educational expenses through continuous employment

## **HONORS AND AWARDS**

Dean's List: Fall 2012, Spring 2013

Walmart Scholarship, 2013-2015

## **EMPLOYMENT HISTORY**

*Accounting Assistant*

June 2013 - Present

Hein & Associates, Houston, TX

- Accurately process cash receipts and disbursements of up to \$10,000 per week
- Proofread and edit journal entries prior to posting to ensure accuracy; discovered an error which saved the company \$100+
- Prepare schedules, bank reconciliations, and financial reports on a monthly basis to assist managers with planning

*Supervisor*

January 2011 - May 2012

Spec's Wine, Spirits and Finer Foods, Houston, TX

- Supervised and prepared schedules for five employees
- Handled cash register receipts in excess of \$5,000 daily
- Trained 3 employees annually on new products

## **ACTIVITIES**

American Marketing Association, Corporate Committee Member, Fall 2011-present

- Work with a team of three fellow students to secure sponsors for meetings and events
- Secure an average of \$3,500 per semester through corporate sponsorships

Houston Food Bank, Volunteer, 2012

## **SKILLS**

Microsoft Excel, Access, Word, PowerPoint, Outlook, Java, Photoshop

Fluent in English and Spanish