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| Mark J. Smith | 20 Matthew Drive Schaghticoke, NY 12154(518) 339-5582 *●* markjsmith686@gmail.com |
| **Objective:** | I am seeking a full-time position as an accountant. |
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| **Education:** | University at Albany, Albany, NY*Master of Science, Forensic Accounting**3.50 cumulative GPA* | *May 2014* |
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|  | University at Albany, Albany, NY*Bachelor of Science Degree in Accounting**Minor in Business Administration* *3.49 cumulative GPA* | *May 2013**Cum Laude* |
| **Career Profile:** | * Attention to detail; efficient and organized with broad experience in audit programs
* Excellent management and communication skills
* Strong analytical and problem solving skills
* Resourceful in the completion of projects, effective at multi-tasking
* Self-starter, working well independently or with little supervision
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| **Employment** **History:** | UHY Advisors – *Sr. Staff*Albany, NY | *June 2014 –* *Present* |
| * Conduct financial statement audits, reviews and preparation
* Accounting experience in real estate, governmental, retail, finance and health care industries
* Supervision of lower level staff and review/evaluate work product
* Conduct training of newly hired staff members on applicable audit and administrative programs
* Preparation of partnership tax returns
* Preparation of and presenter at educational seminars offered to college students enrolled in accounting courses
* Participate in college recruiting events at local colleges
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|  | Benson’s Pet Center – *Sr. Associate*Clifton Park, NY | *March 2006* – *May 2014* |
|  | * Conduct point of sale transactions, bank runs, drawer counts
* Educate and counsel customers on proper food and feeding techniques, and various pet products for optimal pet health
* Recommend pet-related supplies for housing and/or care of pet
* Operation of store equipment
* Instruct new employees on proper customer service etiquette
* Instruct new employees on company/store policies and procedures
* Implement store policies regarding stock and sales procedures
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| **Internship:** | LCS&Z CPA and ConsultingLatham, New York* Individual tax return preparation
* Communication with clients regarding tax preparation
 | *January 2013 –**April 2013* |
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| **Computer Skills:****Memberships:****Hobbies:****References:** | ProSystem *fx* Engagement, Microsoft Excel, MS Word, PowerPointAssociation of Certified Fraud Examiners (Associate Member) New York State Society of Certified Public Accountants Motocross, photography, fishingWill be provided upon request |