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| Mark J. Smith | | | 20 Matthew Drive  Schaghticoke, NY 12154  (518) 339-5582 *●* [markjsmith686@gmail.com](mailto: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 | | | |
| **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 | | | |
|  | 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 | | | |
| **Internship:** | LCS&Z CPA and Consulting  Latham, 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, PowerPoint  Association of Certified Fraud Examiners (Associate Member)  New York State Society of Certified Public Accountants  Motocross, photography, fishing  Will be provided upon request | | | |