

Jimmy Smith

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Residency: NZ citizen

Profile

I am a highly motivated graduate seeking position as an auditor, through which I can progress onwards to become a Chartered Accountant. I possess an array of skills developed through experience in professional, practical and academic settings:

- ✓ Good team member with the ability to handle multiple tasks
 - ✓ Ability to write effective business reports and create contract winning proposals
 - ✓ In-depth knowledge of accounts payable and receivable, budgets, forecasting and payroll
 - ✓ Experienced with MYOB and Xero accounting software
 - ✓ Maintaining and developing professional relationships with clients
 - ✓ Goal oriented and ready to take initiatives
 - ✓ Proficient in MS Office (Excel, Word, & Power Point)
 - ✓ Passionate about property, new enterprises and sustainable business
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Education

I am currently in my final semester of a Bachelor in Commerce and Property at the University of Auckland. I will be graduating in June 2011.

2007 to Present

Bachelor of Commerce

Major: Accounting & NZICA requirements
University of Auckland

Bachelor of Property

University of Auckland

Work Experience

Jan 2011 - Present

Assistant Property Manager/Jr. Accountant – Voyager, 272 Holdings Ltd, and SNM Holdings Ltd.

Assistant Property manager - Updating tenancy schedules, preparation of upcoming lease renewals, rent reviews and expiries, involved with calculating tenant inducements and procuring more cost effective building services.

Jr. Accountant - Accounts payable and receivable, payroll, general accounting entries and reconciliation of accounts.

Skills acquired: accuracy
MYOB
Xero

Nov 2010 - Present

Sustainability Advisor - Green Carbon

Sales calls, strategising, defining product offerings, report writing, audit calculations (calculated/reported to the international std. ISO 14064-1), report formatting, establishing new client relations, case studies, research, proposal writing, and performing general accounting functions.

Skills acquired: professionalism
entrepreneurship
drive
sales technique

Achievements: received a promotion after 2 months
developed strategic business partnerships and networks
obtained new clients

Dec 2008 to Nov 2010

Manager - Mairangi Bay Fine Wines

Opening and closing the shop, sole charge, EFTPOS transactions, stock takes, restocking and advising customers on wine purchases.

Skills acquired: responsibility
customer service

Achievements: consistently reached weekly sales target

Nov 2009 to May 2010

Building Hand - Barnes Co Design

Duties: Physical labour, purchasing materials, responsible for own hours, sole charge, and technical knowledge.

Skills acquired: working to a set of instructions
determination
problem solving
initiative
ability to work to a deadline

Sep 2007 to Jan 2008

Showroom Manager – Kohler

Sole charge, technical knowledge, open/close the showroom and advising customers on purchases

Jan 2009 to April 2009

Setting up the new Parnell Showroom – Kohler

Setting up displays (unpacking, assembling positioning and securing stock in position), and advising on product selection and layout.

Skills acquired: initiative
technical knowledge
working to a deadline
ability to deal with difficult customers

Achievements: set up one of the largest bathroom ware showrooms in NZ;
on opening night received special recognition from the CEO

Sep 2006 - Nov 2007

Kitchen Hand - Burger Wisconsin

Operating till, phone, fries, salads, cleaning, cash handling, and EFTPOS.

Skills acquired: teamwork
phone manner/customer service
customer relation skills (especially unhappy ones)

Achievements: reached weekly sales targets
part of the team that achieved the highest all time weekly revenue

May 2005 – June 2007

Owner - Cut Boys

Duties: looked after 8 lawns, acquired clients, recorded expenses, and maintained equipment.

Skills acquired: direct marketing
budgeting/costing
time management

Sep 2005 – April 2006

Sales Assistant - Plumb 'N Albany

Sales, processing invoices, goods in, goods out, stock-takes, and unloading containers.

Skills acquired: ability to close a deal

Achievements: consistently reached weekly sales targets

In summary hard worker – committed – willing to learn – a good team member.

Extra-Curricular Activities

2010 Treasurer – ALES (Auckland University Club)

Our aim is to strengthen relationships among property students and professionals. My role included – planning, budgeting, sales forecasting, reducing costs/increasing revenues and preparing the 2010 records.

Skills acquired: team work
delegating
working under pressure

Achievements: our end of year function came in under our budget of \$8000.00
helped ALES to become known for holding the wildest pub crawls

2009/10 - Team Leader – Redwood Property Case Competition

I determined the feasibility of the proposed developments by assessing their financial viability.

Skills acquired: analytical skills
leadership
public speaking
functioning in a high pressure environment

Interests:

Sports (Current): touch-rugby, golf, kite boarding, gym and running
Sports (Past): rugby, snowboarding, rock climbing, hockey, surfing, tennis, skate boarding and squash
Community: I regularly volunteer at my local church - taking part in community outreach days and working bees. This summer I took a week out to help run a children's program. I am currently taking a 14 week course in order to become a Youth Leader.

References:

✓ **AAA** – Business Manager, GC
Phone: 021 000 0000 Email:

✓ **BBB** – General Manager, ING
Phone: 09 355 5555 Email:
(can provide a signed letter of recommendation).

✓ **CCC** – Owner, MBFW
Phone: 444 7777

✓ **DDD** – Audit Director, AAus
Phone: 021 222 2222 Email: