

**Jobe Gator**  
Houston, TX  
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## OBJECTIVE

To obtain an accounting internship in the energy industry.

## EDUCATION

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

**Bachelor of Business Administration in Accounting, Minor in Finance, May 2024**

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

- Financed 60% of educational expenses through continuous employment

## HONORS AND AWARDS

Won Accounting Paper Presentation, Paper titled "The evolution of SOX since 2002"

Walmart Scholarship, 2022-2023

## RELATED EXPERIENCE

*Accounting Assistant*

June 2020 - Present

Hein & Associates, Houston, TX

- Process cash receipts and disbursements of up to \$10K per week
- Proofread and edit journal entries prior to posting to ensure accuracy; discovered error providing cost reduction to company of \$100
- Prepare, on average 80 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 5 employees
- Created cash register receipts in excess of \$5,000 daily
- Organized and trained team of 3 employees annually on new products

## ACTIVITIES

American Marketing Association, Corporate Committee Member, Fall 2022-present

- Managed a team of 3 fellow students to secure sponsors for meetings and events
- Secure an average of \$3,500 per semester through corporate sponsorships
- Houston Food Bank, Volunteer, 2023
- Race for the Cure, Participant, 2022

## SKILLS

Technical:

- Operating Systems: PC, Apple
- Software: Microsoft Excel, Access, Word, PowerPoint, Photoshop Programming
- Languages: Java
- Email systems: Outlook

Languages:

- Fluent in Spanish & Portuguese