

## **Jobe Gator**

Houston, TX  
(713) 221-5011

[www.linkedin.com/in/JobeGator/](http://www.linkedin.com/in/JobeGator/)  
[COBCareerCenter@uhd.edu](mailto:COBCareerCenter@uhd.edu)

### **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