

Charles T. Smith

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016

Major: Finance; Minor: Accounting

GPA: 3.51

Dean's List, Spring 2013, Fall 2013

Selected Courses:

Introduction to Risk Management

Information Systems in Organizations

Professional Development Strategies

Managerial Accounting

Financial Management

ACTIVITIES & AWARDS:

Member, Financial Management Association, February 2014 – Present

Volunteer, Temple Community Garden Association, October 2013 – November 2013

Volunteer, Temple University Office of Sustainability, September 2013

EXPERIENCE: CHARTWELL GOLF & COUNTRY CLUB, Severna Park, MD

June 2013 – August 2013

Maintenance/Groundskeeping

- Executed specialized tasks such as maintaining and mowing greens that were essential to sustaining the integrity and aesthetics of the club.
- Responsible for carrying out multiple duties per day across a wide array of diverse situations that required attention.
- Obtained an average of 50+ hours per week by working full-time and overtime.

CAPITAL AREA SOCCER REFEREES ASSOCIATION, Crofton, MD

August 2011 – August 2012

Certified Referee

- Facilitated a steady flow to the game as well as ensured safety and fun for the youth participating.
- Remained calm and handled numerous complaints from parents in adverse situations.
- Logged game results and key decisions made on a specialized referee reporting software.

SKILLS & LANGUAGES:

- Skilled and experienced in Microsoft Office (Word, Excel, PowerPoint), Decision Support Systems, Customer Relationship Management
- Full SAP training

U.S. citizen