

JOSH T. JELENEK

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CURRENT ADDRESS

Reese Cottage #22
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(517) 256-1297 (cell)

PERMANENT ADDRESS

9738 Sunny Point Drive
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INTERNSHIP OBJECTIVE

To obtain an internship in public accounting for the summer of 2009.

EDUCATION

Hope College, Holland MI

Anticipated May 2010

Major: Accounting Public – 150 credit hour track

Overall GPA: 3.95/4.0

Accounting GPA: 4.0/4.0

HONORS AND AWARDS

Dean's List four semesters

MIAA Golf Team Champions 2006 and 2007

MIAA Team GPA Award 2006 and 2007

RELEVANT COURSEWORK

Financial Accounting

Managerial Accounting

Accounting Information Systems

Integrated Management Decisions

Management Theories

Principles of Macroeconomics/Microeconomics

Financial Management

Public Presentations (Fall 2008)

Cost Accounting (Fall 2008)

Intermediate Accounting (Fall 2008)

COMPUTER SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint)

Experience with QuickBooks and Great Plains

RELEVANT EXPERIENCE

Ameriprise Financial – East Lansing Michigan

Summer 2008

- Assisted a financial planner with administrative tasks and research projects.

George F Baker Scholar – Hope College

2008 - Present

- Selected for business honors and leadership program through a rigorous interview process
- Chosen to assist coordinating a financial lecture series benefiting the Hope community

Golf Course Associate – Hawk Hollow Properties, Bath, MI

Summers 2006, 2007, 2008

- Provide valuable service to each customer by serving their needs
- Assist in inventory counts

CAMPUS AND COMMUNITY LEADERSHIP ACTIVITIES

Resident Assistant – Hope College

Fall 2007 - Present

- Guide, inform, advise, stimulate, instruct, and encourage residents
- Address, mediate, and negotiate problems
- Coordinate, direct, and organize programs to build community

Men's Golf – Hope College

Fall 2006 - Present

- Traveled to Scotland and preformed a service project for a hospice center
- Chosen by my coach to attend a team leadership camp in Montana
- Involved in various community service projects

The Clothesline – Laingsburg, MI

Summer 2006

- Volunteered at a non-profit organization repairing the building