

JOE M. GARAVAGLIA

4352 Honeydew Lane

Saint Louis, Missouri 63128-3758

(314) 416-4720

Education

UNIVERSITY OF MISSOURI-ST. LOUIS

August 2002 - Present

Bachelor of Science in Accounting, May 2006, Magna Cum Laude

Bachelor of Science in Business Administration, Emphasis in Management and Organizational Behavior, May 2006, Magna Cum Laude

Minors: Management Information Systems (May 2006), International Business (May 2006)

- GPA: 3.5 (4.0 Scale)
- Dean's List

Educational Awards and Honors

SCHOLARSHIPS

- Edward and Catherine Condon Accounting Scholarship (2004-2005)

AWARDS

- Who's Who Among Students in American Universities and Colleges (2005)

HONOR SOCIETIES

- The Honor Society of Beta Gamma Sigma
- Beta Alpha Psi
- Golden Key International Honour Society
- Phi Sigma Theta National Honor Society
- Tau Sigma Honor Society
- The Honor Society of Phi Kappa Phi
- Omicron Delta Kappa Honor Society

Campus Activities

STUDENT ORGANIZATIONS AND UNIVERSITY COMMITTEES

- AIESEC UMSL (Active: January 2005–December 2006; Alumni: December 2006–Present)
 - Vice-President of Finance: (July 2005–July 2006)
- Accounting Club (Active: August 2003–May 2005)
 - Vice-President: (December 2004–May 2005)
 - President: (June 2004–December 2004)
 - Treasurer: (January 2004–June 2004)
- Beta Alpha Psi – Gamma Psi Chapter (Active: January 2004–December 2006; Alumni: December 2006–Present)
 - Vice President of MIS: (December 2004–June 2005)
 - Recording Secretary/SGA Representative: (July 2004–December 2004)
- Golden Key International Honour Society (Active: November 2003–December 2006; Alumni: December 2006–Present)
 - Treasurer: (July 2005–July 2006)
 - President: (June 2004–July 2005)
- International Business Club (Active: October 2004–December 2006; Alumni: December 2006–Present)
 - Treasurer: (September 2005–July 2006)
 - Webmaster: (December 2004–September 2005)
- Phi Alpha Delta Pre-Law Fraternity (Active: April 2006–July 2006)
 - Treasurer: (April 2006– July 2006)
- Student Government Association (Active: July 2003–July 2006)
 - Ex-Officio Non-voting Member of the Executive Board: (April 2005–July 2006)
 - Member-at-large: (2004-2005)
- Student Investment Trust (Active: January 2005–December 2006)
 - Vice-President: (January 2006–July 2006)
 - Treasurer: (May 2005–December 2005)
- Student Senate Organization (Active: July 2003–July 2006; Alumni: July 2006–Present)
 - Chair: (July 2004–July 2006)
- Students Today, Alumni Tomorrow (Active: March 2005– December 2006)
- University Assembly (Active: August 2003–August 2006; Alumni: August 2006–Present)
 - Elected Student Representative: (August 2003–August 2006)
 - Committee on Information Technology of the University Assembly: (August 2003–August 2006)
 - Committee on Physical Facilities, Space, and General Services of the University Assembly: (August 2003–August 2006)
 - Budget and Planning Committee of the University Assembly: (January 2004–August 2006)
 - Committee on Faculty Teaching and Service Awards of the Faculty Senate: (August 2003–August 2005)
 - Associate Vice Chancellor for Information Technology Search Committee: (January 2004–August 2004)
 - Information Technology Services, Five-Year Review, Campus Review Team, Student Member: (June 2006)

Skills

COMPUTER SKILLS

- Microsoft Windows XP
- Microsoft Office
- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Internet Explorer
- FirmWorks
- ProSystems fx Tax
- ProSystems fx Engagement
- ProSystems fx Practice
- GoFileRoom
- Adobe Acrobat
- FAS Fixed Asset Accounting
- Creative Solutions Accounting
- QuickBooks
- Peachtree
- Microsoft Dynamics Great Plains
- Microsoft Terminal Server
- Ability to learn technical applications

OTHER SKILLS

- Organizational skills
- Oral and written communication skills
- Self-motivation
- Team oriented
- Strong work ethic
- Personable
- Success in sales and cash handling
- Strong attention to detail
- Good time management
- Leadership
- Learning aptitude
- Solid analytical skills
- Good problem solving skills
- Customer relations skills
- Customer service oriented
- Resourcefulness
- Professionalism
- Adaptability
- Interpersonal communication skills
- Telephone skills
- Loyalty

Work Experience

STONE CARLIE AND COMPANY, LLC, Clayton, Missouri

January 2007 – Present

Staff Accountant, Tax and Business Services

- Prepared federal, state, and local tax returns for Individuals, Partnerships, S Corporations, and C Corporation
- Developed strong knowledge of tax and accounting software
- Mastered paperless system for preparation of Individual tax returns and record storage
- Consistently willing to take on additional assignments and assist others
- Completed all assignments in a timely fashion
- Utilized available Continuing Professional Education

ASSOCIATED STUDENTS OF THE UNIVERSITY OF MISSOURI, University of Missouri-St. Louis

July 2006 – December 2006

Event Coordinator, Student Assistant Professional, Student Life

- Worked to bring State Senators and State Representatives to campus for lunchtime speaking engagements
- Worked on all aspects of successful event planning and execution
- Coordinated and advertised campus events involving State Senators and State Representatives
- Worked with lobbyists at the Missouri State Capitol on issues important to students
- Answered phones, took messages, and directed incoming calls
- Maintained a clutter-free office and cleaned when necessary
- Conducted tables for organizational promotions, recruitment, and voter registration drives
- Completed general clerical tasks to insure a smoothly ran office and insure event quality

SEARS, ROEBUCK, AND COMPANY, Crestwood, Missouri

August 2000 - June 2001

Sales Associate

- Consistently surpassed sales goals and achieved highest sales among shift members
- Assisted in the training of new employees
- Frontline contact with customers as cashier and customer service associate
- Assisted and supported customers with questions, purchases, special orders, returns, rain checks. exchanges, and complaints
- Handled customers charge card payments and charge card applications
- Issued rain checks to customers and filled rain checks when merchandise became available
- Setup and assembled merchandise displays for Apparel and Home Fashion merchandise
- Stocked racks and shelves daily and maintained a clutter-free sales floor
- Answered phone and directed incoming calls
- Balanced registers and carried money from nine registers to the cash office at the end of the day

Licenses and Commissions

Real Estate Salesperson, State of Missouri, License Number: S2006028890, License Expires: September 30, 2008

Notary Public, State of Missouri, Commission Number: 05788242, Commission Expires: October 25, 2009

References

Available upon request