

# JOE M. GARAVAGLIA

4352 Honeydew Lane

Saint Louis, Missouri 63128-3758

(314) 416-4720

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## ***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
- 150 hours required for the Certified Public Accounting (CPA) Exam: 92% completed (Completion December 2006)

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## ***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

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## ***Campus Activities***

### STUDENT ORGANIZATIONS AND UNIVERSITY COMMITTEES

- AIESEC UMSL (Active: January 2005– 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– 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– Present)
  - Treasurer: (July 2005–July 2006)
  - President: (June 2004–July 2005)
- International Business Club (Active: October 2004–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–Present)
  - 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–Present)
- 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***

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### **COMPUTER SKILLS**

- Microsoft Office
- Microsoft Outlook
- Microsoft Word
- Hypertext Markup Language (HTML)
- Macromedia Dreamweaver
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Windows XP
- FormMail
- Internet
- Microsoft Excel
- Microsoft Publisher
- Internet Explorer
- Blackboard
- Ability to learn technical applications

### **OTHER SKILLS**

- Organizational skills
- Oral and written communication skills
- Self-motivation
- Team oriented
- Good 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

## ***Relevant Course Work***

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- Auditing (Spring 2006)
- Cost Accounting (Fall 2005)
- Income Taxes (Summer 2005)
- Financial Accounting & Reporting II (Fall 2004)
- Accounting Information Systems & Spreadsheet Applications (Fall 2004)
- Financial Accounting & Reporting I (Winter 2004)

## ***Work Experience***

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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

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

July 2006 - Present

Event Coordinator, Student Assistant Professional, Student Life

- Worked to bring State Senators and State Representatives to campus for lunchtime speaking engagements
- 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

## ***Commissions***

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

## ***Licenses***

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Real Estate Salesperson, State of Missouri, License Number: MO S500940412, License Expires: September 30, 2008

## ***References***

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Available upon request