

# Grayson Thomas Smith

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## Objective

- Seeking an internship or job opportunity in the finance or supply chain management field that will utilize my skills in technology and leadership

## Education

**Virginia Polytechnic Institute and State University** **2014- Expected Spring 2018**

- Pamplin College of Business - B.S. in BIT (Operations Supply Chain Management) and FIN (CFA)

## Related Experience

**Bright Accountants Sydney, NSW, Australia** **Intern Summer 2016**

- Reviewed and analyzed client revenue and expenses. Generated reports to Bright Accountants management which were used for tax preparation and client counseling
- Learned Xero, an online accounting software for the preparation and completion of client tax returns
- Created Excel spreadsheets to track employee expenses and reimbursement payments, as well as to generate reports on overall company expenses

## Skills

- Microsoft Word, Excel, PowerPoint
- Advanced Excel: Excel Tables and Charts, Pivot Tables and Pivot Charts, Lookup Functions, Financial Functions, Database Functions, Data Analysis Tools and What-If Analysis
- Basic VBA programming and User Interface development

## Work Experience

**Cardinal Hill Swim Team - Vienna, Virginia** **Assistant Swim Coach 2014- 2015**

- Coached young swimmers in a highly competitive summer swim league - ages 5-18 starting in my senior year of high school
- Taught private lessons to children - focusing on specific strokes and techniques to improve their competitiveness
- Coached a Masters group of swimmers - ages 25 and up
- Motivated and instructed children, set expectations, interacted with parents and managed responsibilities of all coaching staff

**Cardinal Hill Swim Team -Vienna, Virginia** **Mini-Cardinals Swim Coach 2011- 2013**

- Served as a coach for a pre-competitive swim program
- Helped children graduate from introductory swim lessons to the competitive swim team

**Cardinal Hill Swim and Racquet Club -Vienna, Virginia** **Lifeguard 2010- 2015**

- Certified in life-saving and CPR
- Responsible for maintaining pool safety, cleaning the pool and ensuring quality of the water and overall facilities

## Extracurricular

- Member of the Division I Men's Swim Team 2014-2015 - dedicated over 25 hours each week to swimming. Earned top finishes at the Hokie Invitational in Individual Medley, Breaststroke and Backstroke
- Member of the Virginia Tech Accounting Society 2016- Present
- Member of the Virginia Tech Finance Society 2016- Present