

Richard Smith

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EDUCATION

Lipscomb University Nashville, TN
Bachelor of Business Administration, Accounting May 2018
GPA: 3.36/4.00 Overall, 3.6/4.0 Major

- Provost's List and Honor Roll
- Delta Mu Delta Member, International Honor Society in Business
- Swang Society Member, Lipscomb University Business Club
- Tennessee Society of CPAs Member

EXPERIENCE

Summer 2017 **Greenville Country Club** Greenville, SC
Golf Cart Staff

- Analyzed customer reactions to improve service which resulted in increased tips
- Proposed changes in club processes to more efficiently complete key tasks

Spring 2017 **Carr, Riggs, and Ingram CPAs and Advisors** Nashville, TN
Tax Admin Intern

- Organized e-files into correct folders when automatic system faltered
- Processed tax returns and audit opinions and assembled them for delivery
- Modified task status within the firm's online task management system
- Analyzed client IDs and their corresponding tax return data

Fall 2016 **Richland Country Club** Brentwood, TN
Bag Room and Golf Cart Staff

- Enhanced customer service skills by creating long-lasting relationships with customers
- Efficiently completed group tasks through communication and delegation
- Balanced school workload and job responsibilities effectively

Summer 2016 **Wolferts Roost Country Club** Albany, NY
Busboy

- Trained new bus boys shortly after beginning work there
- Communicated within the workplace, as well as with customers
- Proclaimed as "the best summer bus boy they've ever had"
- Thrived in a fast-paced, high pressure environment

ACHIEVEMENTS

Summer 2017 **Summer Leadership Programs** Nashville, TN
Kraft CPAs, LBMC

Spring 2015 **Central Hudson Valley League Outstanding Senior Athlete** Albany, NY
New York State

- Award given to one senior male and one senior female at each school that is in the Central Hudson Valley League
- Selected by athletic directors for athletic performance and leadership

Spring 2014 **YMCA Leadership Award**
NY Capital District

- Finalist for YMCA leadership award