**Joe Sycamore**

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**Education**

Indiana State University, Terre Haute, IN May 2016

Bachelor of Science: Business Administration, Minor: Accounting

**Class Projects**

Senior Business Experience August 2015-Present

* Managed the finances for the student café in the College of Business using Excel spreadsheets
* Worked with other students to analyze financial data which resulted in a 10% increase in revenue

**Related Experience**

Wayne and Kent Associates, Greenfield, IN May 2014-August 2014

Accounting Intern

* Developed, maintained, and analyzed budgets for the audit team
* Prepared periodic reports that compare budgeted costs to actual costs for multiple clients
* Managed client questions and concerns in a prompt and professional manner
* Performed accurate accounts receivable and payable functions for the team
* Utilized Excel to crate spreadsheets hat summarized expenses by categories and events
* Assisted the Controller with presentations and special projects

Great Insurance Company, Kokomo IN June 2013-August 2013

Intern

* Accessed and updates client database in Access
* Contacted and communicated with 25 existing and 50 potential clients through phone calls and email campaigns
* Received and reviewed submissions of business to then be evaluated by the Business Review Committee
* Provide information on cross-selling products to the Agents

**Work Experience**

Sam’s Food Distributors, Terre Haute, IN March 2012-Present

Cashier

* Manage customer transactions using a cash register with a positive, friendly attitude
* Assisted with the reorganization project of the store to improve the customer experience
* Answered customer questions and solved problems in fast, efficient manner

**Campus Involvement**

Delta Sigma Pi Member January 2013-Present

* Traveled to National Conference to learn more about the Management field in November 2014
* Competed in the Spring 2014 Team Case competition and earned 4th place
* Served on the event planning committee and brought in professionals to speak to the fraternity

Zeta Zeta Zeta Fraternity, ISU Chapter January 2013-Present

Event Coordinator (August 2014-April 2015)

* Raised $5,000 for Candles of Hope to be used to aid individuals with heart disease
* Coordinated marketing efforts for multiple events on and off-campus
* Volunteered with multiple non-profits organizations to improve the Terre Haute and surrounding communities

**Awards**

* Academic award September 2013
* Fraternity Award December 2014