
JOSEPH OPFERMAN

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Education

The University of Iowa

Tippie College of Business

BBA Accounting

3.39 / 4.00 GPA

Anticipated Graduation Date: May 2022

Skills

- Strong in Office 365
 - Proficient in Excel
 - Experience with Microsoft Flow
 - Experience with Tableau
 - File/records maintenance
 - Data analysis
 - Collections and invoice processing
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Work Experience

Student Assistant

08/2018 - Current

Hardin Library for the Health Sciences - Iowa City, IA

- Organize and maintain the shelves of thousands of medical journals and encyclopedias
- Resolve issues patrons may have finding books, study spaces or other librarians
- Analyze statistics of traffic at Hardin Library through a gate counter

Finance Intern

05/2019 - 08/2019

CRST International - Cedar Rapids, IA

- Created an automated program to organize new general ledger requests using Microsoft Flow and Excel
- Regenerated stat reports using Excel functions and Pivot tables, eliminating an outside consulting expense
- Worked with various business units and senior management to identify process improvement
- Presented automation tool and reporting capabilities to senior management to be deployed to other offices

Human Resources Intern

06/2018 - 08/2018

SOS Security - Chicago, IL

- Filed and retrieved documents for recruiters in order to maintain valid records of SOS employees
- Analyzed resumes alongside recruiters to determine if the credentials met the requirements
- Scheduled meetings and interviews for recruiters and maintained an organized schedule for them

Host

08/2015 - 02/2017

Rich's Pizza Joint - Tinley Park, IL

- Greeted customers upon arrival and analyzed the amount of people in their party for seating purposes
 - Maintained an organized list in order to seat the correct party at the right table and time
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Leadership Experience

Pi Kappa Alpha Philanthropy Committee

- Planned a fundraiser with a group of 20 people to raise money for Boys and Girls Clubs of America
 - Conversated in a group setting to analyze how we can maximize donations
 - Tracked invoices that amounted to \$2,000 in order to account for shirt sales
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Interests

Chicago sports, golf, fishing, volleyball, technology, event planning and creating presentations