

Permanent Address:

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Jason William LeRoy**Current Address:**

534 North Wonders
 East Lansing, MI 48825
 (517) 353-2835

Objective

To obtain a challenging, fast paced internship in the field of business, which will utilize my education and provide possibilities for future advancement.

Education

Michigan State University, East Lansing, MI
 Candidate for Bachelors Degree of Arts in Finance,
 Eli Broad College of Business, May 2002.
 Overall GPA: 3.8/4.0 *Dean's List all semesters

Work Experience

ASMSU Programming Board, East Lansing, MI 10/99-Present

- Comptroller/CFO of the M.S.U. Programming Board
- Responsible for creating and managing a budget of \$175,000
- Reconcile student group accounts, and create monthly budget reports
- Facilitate and attend various meetings, as well as hold 10 office hours per week

St. Jude Children's Hospital, East Lansing, MI 9/99-Present

- Vice-Chair of Finance and Fundraising for Up 'til Dawn Executive Board
- Assistant in maintaining an account, establishing a budget, and monitoring all allocation of funds
- Responsible for developing and executing a fund-raising strategy and coordinating fundraising events

Head Swim Instructor and Lifeguard- Village Oaks Commons Area Association, Novi, Michigan 4/96-9/99

- Hired employees, handled negotiations with parents, and responsible for the overall effectiveness of the program
- Developed class lists and lesson plans using Excel
- Responsible for handling and recording enrollment fees
- Instructed over 300 children between the ages of 1 and 15
- Attended American Red Cross classes to maintain lifeguarding, first aid, and CPR skills

Lawn Care Service Owner and Operator, Novi, MI 3/94-11/97

- Started and operated a successful local landscaping and lawn care service
- Hired and trained employees; utilized marketing strategies; handled customer relations
- Weekly revenues were approximately \$1,000
- Responsible for budgeting, bookkeeping, payroll, and equipment maintenance

Financial Assistant- Farmington Hills Chrysler Plymouth/Jeep Eagle, Farmington Hills, MI 12/98-1/99

- Prepared income statements for six dealerships
- Reconciled bank accounts

Activities

- The National Society of Collegiate Scholars
- Delta Upsilon Fraternity
- Michigan State University Finance Association
- Emmons Hall Government - Vice President
- Michigan State University Economics Club
- Michigan State University Intramural Sports
- Novi Young Life Christian Youth Organization
- Member of the First Community Presbyterian Church
- Attended a leadership and personal advancement workshop in Denver, Colorado
- Varsity Swim Team: captain, state qualifier, four school records, leadership and sportsmanship awards
- High School Sports: J.V. Baseball, Cross Country, Track, Novi Spartans Swim Club
- Food and Beverage Committee: Worked with administrators to develop and maintain an acceptable policy
- Working knowledge of Lotus 1-2-3, Microsoft Word, Excel, PowerPoint, Word Perfect 6.0, Hypertext markup language, and intermediate fluency in Spanish