

REXFORD L. SMITH III

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EXECUTIVE SUMMARY

Current second-year student at the University of Central Florida, pursuing a bachelor's degree in finance. Experienced in team-centric environments displaying leadership, problem management, and operational skills. Seeking entry-level opportunities in the finance field to leverage skills and experience.

EDUCATION

University of Central Florida, Orlando, FL
Bachelor of Science in Business Administration, Finance
Cumulative GPA: 3.91
UCF College of Business Dean's List (Fall 2023)

May 2026

RELEVANT COURSEWORK

- Principles of Microeconomics
- Principles of Financial Accounting
- Principles of Personal Finance
- Principles of Macroeconomics
- Principles of Managerial Accounting
- Quantitative Business Tools I
- Computer Fundamentals for Business
- Management of Organizations

PROFESSIONAL EXPERIENCE

University of Central Florida RWC – Orlando, FL
Assistant Facilities Scheduler

June 2024 – Present

- Coordinating facilities reservations and scheduling, ensuring seamless setup, and staffing for events
- Processing paperwork efficiently, planning meetings, and enforcing policies with professionalism, collaborating with multiple departments to complete tasks promptly
- Communicating effectively with diverse clientele and individuals, ensuring timely execution of all duties and maintaining exceptional service quality

UCF College of Business – Orlando, FL
Student Ambassador

April 2024 – Present

- Representing the College of Business at UCF with professionalism and enthusiasm, engaging with prospective students and families to provide insights into academic programs and campus life
- Utilizing strong communication and interpersonal skills to effectively articulate the value proposition of the UCF College of Business
- Demonstrated leadership and initiative in organizing and participating in campus events, workshops, and recruitment activities

SweatHouz Horizon West – Winter Garden, FL
Sales Associate

April 2024 – July 2024

- Leveraged exceptional interpersonal skills to effectively communicate product benefits and drive revenue, exceeding sales targets by 30%
- Utilized product knowledge to enhance customer experiences, contributing to increased sales and achieving store goals
- Collaborated with team members to create a positive and energetic atmosphere, fostering customer loyalty and repeat business through outstanding service

University of Central Florida RWC – Orlando, FL
Intramural Supervisor/ Official

September 2023 – April 2024

- Developing critical conflict resolution skills while demonstrating astute decision-making and attention to detail
- Honing ability to make sound judgments under pressure and maintain fairness
- Contributing effectively to a dynamic team through strategic problem-solving

UCF RWC Official of the Year (2023-2024)

Panera Bread – Winter Garden, FL
Restaurant Team Member

June 2023 – August 2023

- Thrived in a team-centric environment, enhancing work ethic, adaptability, and time-management
- Upheld quality standards and managed customer expectations, refining attention to detail and customer-centric approach
- Strengthened ability to collaborate within teams and contribute effectively to critical projects

ADDITIONAL SKILLS AND QUALIFICATIONS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience in Adobe Photoshop and Final Cut Pro
- Red Cross Adult First Aid, CPR, AED certified