

Ricky J. Greub

23283 Granite Avenue, Dollar Bay, Michigan 49922 | (906) 370-5580 | rjgreub@mtu.edu |

Objective

To obtain a position in the field of auditing, security analysis, stockbroker, portfolio management, or financial planner.

Experience

STUDENT INTERNAL AUDITOR | MICHIGAN TECHNOLOGICAL UNIVERSITY | APRIL 2019 - PRESENT

- Responsible for conducting audits on various functions and programs within the university.
- Making inquiries with department personnel in the areas being audited.
- Verifying the process and procedures of the audited areas in accordance with the university's policies and with state and federal government guidelines.
- Reconciling bank statements with university reporting systems
- Verifying vouchers, purchase orders, and employee files are in compliance.

CO-OP LOAN OPERATIONS | SUPERIOR NATIONAL BANK | MAY 2017 – AUGUST 2018

- Responsible for scanning and checking various consumer loans, mortgages and trailing documents.

RESTAURANT WORKER | QUINCY'S RESTAURANT | JANUARY 2015 – SEPTEMBER 2016

- Responsible for kitchen detail and other equipment, management inventory, and some food preparation.

Education

BACHELOR OF SCIENCE IN ACCOUNTING AND FINANCE | GPA: 3.78 | EXPECTED DECEMBER 2020 | MICHIGAN TECHNOLOGICAL UNIVERSITY, HOUGHTON, MICHIGAN

ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION | GPA 3.85 | MAY 2017 | GOGEBIC COMMUNITY COLLEGE, IRONWOOD, MICHIGAN

Skills & Abilities

- Excellent organization and time management skills.
- Proficient in Microsoft Office (PowerPoint, Excel, and Word).
- Excellent communication skills, detail oriented, and team player.
- Confidentiality is a top priority.
- Experience with different university reporting systems (Banner 8 and 9, Web Focus, and Oracle Reports).
- Making inquiries with personnel across different departments.

Leadership

Dean's List - Gogebic Community College Fall 2016-2017 and MTU Fall 2018 - Fall 2019
Finance Club Member - Fall 2019 to Present
National Honor Society Member