

JANE A. DOE
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Objective:

To obtain a challenging position with a company that will benefit from my accounting office administrative and computer experience.

Qualifications:

| | | |
|-----------------------|-----------------------|-------------------------|
| Accounting Principles | Office Management | Creative problem-solver |
| Payroll Procedures | Bank Reconciliation | Attention to detail |
| MS Excel PC/MAC | Ten-key by touch | Multi tasked oriented |
| MS Word/Works | Typing 50 wpm | Trustworthy-reliable |
| H/R & Benefit Admin | Written/Verbal skills | Quick Learner |
| MAS 90/200 | State, Federal Taxes | Team Player |
| Sales/Customs | Marketing/Advertising | Customer Service |

Experience:

MacDonlad Inc. Sweetwater, IA 1/2000-1/2003
Accounting Supervisor: Supervise A/P, A/R, and Inventory Control. Full Charge Payroll, Check/Cash Disbursing and HR Administration. Report to and assist the President and CFO daily Responsible for all bank account's activity for the US and International offices. Create and maintain monthly budget spreads for all departments. Directed and implemented an employee manual explaining company policies and benefits. Negotiate and enforce terms with customers and vendors. Screen CFO/President's calls and e-mails. Handle and delegate and extremely high volume of customer service/sales calls.

Education:

Regis Community College Hicksville, NY 1995-2000
Diploma/AA: Computerized Accounting Specialist GPA:3.00

References Available Upon Request