

**Client E. Name**  
3213 Resume Lane - City, ST 45678-3537

(333) 555-5555 or (324) 888-1111  
emailaddress@ofclient.com

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### **CAREER OBJECTIVE**

Solutions oriented professional eager to apply recently completed accounting degree towards launching a successful career with an organization that will capitalize on accounting, tax return preparation, administrative, leadership, and IT talents while offering opportunities for ongoing professional growth in exchange for a solid work ethic, integrity, and commitment to superior performance.

### **EDUCATION**

Name State University - City, ST  
**B.S., Accounting**, 2003  
GPA: 3.4

Name University - City, ST  
**Advanced Auditing Coursework** to meet State Board CPA examination requirements, 2003  
GPA: 4.0/3 Semester Hours  
CPA Examination Candidate, November 2003

H&R Block - Montgomery, ST  
**Tax Preparation Course**, 2001

### **PROFESSIONAL EXPERIENCE**

- Office Manager**, Company Name - City, ST 1998-Present
- In charge of accounts payable, accounts receivable, invoicing, vendor discounting, expense accounting, bank deposit and reconciliation, inventory and asset account management, and collection activities.
  - Successfully reduced outstanding receivables by over 50% through proactive account management and collection practices.
  - Significantly enhanced accounting and office operations efficiency, productivity, and quality through strategic automation of accounting processes and databases.
  - Interacted with vendors to address and resolve billing discrepancies.
  - Represented company to key clientele and prospective customers in a positive manner, playing an instrumental role in facilitating business development.

Company Name - City, ST 1997-1998

#### **Administrative Assistant**

- Key player in taking business to profitability within 6 months of launch by actively supporting General Manager in defining an implementing sound business practices and facilitating administrative and general office operations.
- Entrusted with producing financial performance reports for management presentation and preparing bank deposit documentation.
- Spearheaded the installation, deployment and maintenance of a point of sale (POS) system to boost operational performance levels.
- Demonstrated strong organizational skills in maintaining inventory and membership records.

**Superintendent, Information Management Systems**, U.S. Air Force - City, ST 1981-1997

- Progressed from administrative support and accounting responsibilities to serving as key source of senior executive assistance.
- Trained and directed IT team in implementing technology-driven hardware and software system solutions; evaluated team performance to optimize individual and group contributions to overall objectives.
- Project managed consolidation of administrative software systems servicing over 100K users to a common programming language, and provided ongoing user support in researching and addressing software issues.
- Completed comprehensive Leadership and Management program through Senior Noncommissioned Officers Academy.

### **PROFESSIONAL AFFILIATIONS**

Member, AICPA Tax Section  
Student Member, American Institute of Certified Public Accountants (AICPA)