

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

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

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)