

**June T. Cool**

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**Accounting**

Provide strong leadership in planning, problem-solving and communication with a focus in financial reports and payroll. Combine work-based knowledge and advanced education to serve business and community. Commitment to life-long learning with an earned reputation for innovative thinking, integrity, and professionalism.

**Professional Strengths**

Accounting Principles & Procedures•Financial Reports•QuickBooks•Payroll•Income Tax Preparation•Accounts Payable & Receivable•Audits•Inventory•Recordkeeping

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**Education:**

Chemeketa Community College-Accounting Associates of Applied Science-Salem, OR  
Expected Graduation June 2013

**Experience:**

**Department of Administrative Services**

**CWE Student Intern**

Salem, OR-September 2012-present

- Recognized for accurately preparing over 50 financial reports for current business
- Daily use of QuickBooks Pro in general accounting entries
- Experienced in preparing and submitting purchase orders, inventory, and invoices
- Proficient in payroll and bill preparation with a 100% accuracy rating
- Prepare, conduct and evaluate company audits
- Constantly work with accounts payable and accounts receivable documents

**Chemeketa Community College**

**Student Volunteer**

Salem, OR-August 2011-present

- Compiled, copied, sorted and filed records of office activities using Student Management Systems Database; containing over 10,000 students
- Answered multiline phone, directed calls, and took accurate messages for 20 employees
- Open, sorted and routed incoming mail, answered correspondence, and prepared outgoing mail
- Reviewed files, records and other documents to obtain information to respond to requests
- Typed, formatted, proofread and edited over 75 correspondence and other documents daily

**Just Good Construction Company**

**Office Specialist**

Albany, OR-February 2009-July 2011

- Answered multiline phone, directed calls, and took accurate messages for 20 Employees
- Open, sorted, and routed incoming mail, answered correspondence, and prepared outgoing mail
- Reviewed files, records, and other documents to obtain information to respond to requests
- Typed, formatted, proofread, and edited correspondence and other documents daily