



Sample Resume - Accounting

JOHN A. NUMBERSGURU

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OBJECTIVE: To obtain a position in Accounting/Bookkeeping

ACCOUNTING AND OFFICE SKILLS

- General Ledger and Entries
- Invoices & Billing
- Accounts Payable & Receivable
- Financial Statement Preparation
- Trial Balances and Adjustments
- Inventory Valuation
- Cost-volume-Profit Analysis
- Analyze Data/Make Recommendations
- Budget Preparation & Analysis
- Job Order Costing
- Payroll
- Report Preparation and Spreadsheets in Excel
- Ten Key by Touch
- Proficient in Word & Access
- Quicken & QuickBooks
- Basics of Peachtree

EDUCATION

Edmonds Community College Present
Associate of Technical Arts, Accounting

WORK HISTORY

Student Assistant, Financial Aid (part-time) January 03-date
Edmonds Community College

- Create tables and charts in Excel.
- Review files for discrepancies.
- Research databases and resolve financial aid problems.
- Serve as front line customer service for students.
- Answer questions and provide directions for completing forms.

Courtesy Clerk and Cashier (part-time) June 01-date
Safeway

- Provide friendly customer service.
- Answer customer questions and help locate items.
- Serve as cashier. History of accurate record for balancing drawer at end of shift.
- Work patiently and efficiently during rush periods.
- Received Employee of the Month award twice in 12 months. Recognized both times for outstanding customer service.