

Your Name Here

55 Scenic Road • Anytown, FL 55555 • (555) 123-1234 • your_name@email.com

Job Title

Highly organized and diligent professional drawing upon ten years of experience in accounting and finance to contribute to smooth and productive operations. Collaborate cross-functionally across organizational levels to build consensus, track benchmark achievement, and troubleshoot emerging issues.

- Core Competencies -

- Bookkeeping: AP, AR, Account Reconciliations, Payroll
 - Oral and Written Communications
 - Federal and State Tax Preparation
 - Office Administration
 - Positive Teamwork and Collaboration
 - QuickBooks and Microsoft Office Suite
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PROFESSIONAL EXPERIENCE

Crabtree Professional Accounting Services, Inc., Anytown, FL

Account Manager (May 2000 – Present)

Handle and optimize all administrative operations for 7-physician medical practice. Scope of responsibilities includes: accounts receivable / payable, accounting, budget review, and preparation of financials for CPA. *Selected Contributions:*

- ♦ Eliminated backlog in financial reporting responsibilities within **25 days of initial hiring**.
- ♦ Successfully project-managed acquisition and installation of state-of-the-art healthcare billing software that reduced errors **by 30%**.

Augustine's Hardware, Anytown, FL

Accountant (August 2008 – October 1999)

Skillfully performed all office accounting tasks for small hardware store. Gathered and analyzed financial data, and processed accounts payable, accounts receivable, and payroll for workforce of 35 personnel.

Selected Contributions:

- ♦ Created monthly and annual budget and forecast reports that contributed to a **5% decrease in annual expenditures**.
 - ♦ Migrated accounting system to a new software provider and integrated all accounting, bookkeeping, tax, and payroll functions into the new system.
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EDUCATION & CREDENTIALS

FlorAny College, Anytown, FL

Bachelor of Science in Accounting, 1999

Graduated Magna cum Laude