

# Thomas Anderson

E-mail : thomas.a@thecompany.com  
Phone : (123) 456 789  
(456) 789 123

Website : <http://cvmaker.in>  
Address : 956, 31st Street  
NYC - 10001  
United States

## Objective

---

Seeking a position as an accountant where extensive experience will be further developed and utilised. Extensive experience to the credit.

## Work experience

---

### MyOffice Inc, Boston

October 2005 — Present

#### Administrator

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Provided telephone support.
- Scheduled client appointments and maintained up-to-date confidential client files.

### DC Systems, DC

March 2003 — June 2005

#### Accounting Assistant

- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 140 employees.
- Monitored and recorded company expenses.

### Nucleus Band Corp, Boston

January 2002 — January 2003

#### Accounting Assistant

- Performed accounts payable functions for construction expenses.
- Managed vendor accounts, generating weekly on demand cheques.
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Created budgets and forecasts for the management group.

## Qualifications

---

- Certified Public Accountant (CPA)
- Certified Management Accountant (CMA)
- Certified Financial Manager (CFM)
- Certified Fraud Examiner (CFE)
- Certified Financial Planner (CFP)
- Certified Internal Auditor (CIA)
- Enrolled Agent (EA)
- Certified Government Financial Manager (CGFM)

## Education

---

### MS in Accounting

University of Washington

Obtained the MS degree *summa cum laude*, with GPA 4.0

September 1997 — September 2001

### BS in Accounting

Columbia University

September 1993 — September 1996

### BS in Computer Science

Columbia University

September 1989 — September 1992

## Computer skills

---

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional

## References

---

References available upon request.