

Thomas Anderson

CONTACT

956, 31st Street
NYC - 10001
United States

E-mail: thomas@thecompany.com
Website: <http://cvmkr.com>
Phone: (123) 456 789
(456) 789 123

OBJECTIVE

"I can work independently using my own initiative or as part of a team."

WORK EXPERIENCE

MyOffice Inc, Boston

Oct 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

Mar 2003 — Jun 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

Jan 2002 — Jan 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

Sep 1997 — Sep 2001

Obtained the MS degree summa cum laude, with GPA 4.0

BS in Accounting
Columbia University

Sep 1993 — Sep 1996

BS in Computer Science
Columbia University

Sep 1989 — Sep 1992

COMPUTER SKILLS

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

REFERENCES

References available upon request.