
Thomas Anderson

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Phone: (123) 456 789
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Computer Skills

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

Objective

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

Education

MS in Accounting

Sep 1997 – Sep 2001

University of Washington

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

<http://google.com>

BS in Accounting

Sep 1993 – Sep 1996

Columbia University

BS in Computer Science

Sep 1989 – Sep 1992

Columbia University

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.

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.
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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)
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References

References available upon request.