

# Thomas Anderson

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

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

Sep 1997 — Sep 2001

University of Washington

Obtained the MS degree summa cum laude, with GPA 4.0

### BS in Accounting

Sep 1993 — Sep 1996

Columbia University

### BS in Computer Science

Sep 1989 — Sep 1992

Columbia University

## COMPUTER SKILLS

---

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

## REFERENCES

---

References available upon request.