

# Thomas Anderson

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## CONTACT

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## 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

Obtained the MS degree summa cum laude, with GPA 4.0

**Sep 1997 - Sep 2001**

### **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.