

EXPERTISE

Microsoft Word



Microsoft Powerpoint



Microsoft Excel



Journal Entries



Auditing



Account Paybles



EDUCATION

Master of Arts

2008 - 2010

University of Iowa

Bachelor of Arts

2004 - 2008

University of Tampa

High School

2000 - 2004

Colorado High School

Locust Court, California

REFERENCES

Mr. Joe Lee

HR Manager

Bank of the People

joelee@email.com

OBJECTIVE

I am an individual seeking a Accountant position at a retail company that will allow me to learn the process, distribution and sales growth in the corporate world as well as enable me to contribute to the growth and development of the company.

EXPERIENCE

Bank of the People | 2014 - present

Accountant

Serving the people at Bank of the People. I do financial check and all sorts of accounting stuff. I also do bookkeepings and other financial records.

Elumbra Banking | 2012 - 2014

Accountant

Serving the people at Elumbra Banking. I do financial check and all sorts of accounting transaction.

CERTIFICATION

Certified Public Accountant

Certification Division of AICPA

May 2012

Certificate Program in Management Accounting

Certification Division of IMA

July 2011

SKILLS & HOBBIES

Blogging

Creative

Travelling the world

Adaptable

Reading novels

Communication Skills

Swimming

Organized

Listening to music

MS Office