

# ACCOUNTING PROFESSIONAL

## IM A. SAMPLE

imasample1@xxx.com

### SUMMARY OF QUALIFICATIONS

Exceptionally well organized and resourceful Professional with more than six years experience and a solid academic background in accounting and financial management; excellent analytical and problem solving skills; able to handle multiple projects while producing high quality work in a fast-paced, deadline-oriented environment.

### EDUCATION

**Bachelor of Science**, Bellevue University, Bellevue, NE (In Progress) Major: Accounting Minor: Computer Information Systems Expected Graduation Date: January, 20xx GPA to date: 3.95/4.00

### PROFESSIONAL ACCOMPLISHMENTS

#### Accounting and Financial Management

- Developed and maintained accounting records for up to fifty bank accounts.
- Formulated monthly and year-end financial statements and generated various payroll records, including federal and state payroll reports, annual tax reports, W-2 and 1099 forms, etc.
- Tested accuracy of account balances and prepared supporting documentation for submission during a comprehensive three-year audit of financial operations.
- Formulated intricate pro-forma budgets.
- Calculated and implemented depreciation/amortization schedules.

#### Information Systems Analysis and Problem Solving

- Converted manual to computerized accounting systems for two organizations.
- Analyzed and successfully reprogrammed software to meet customer requirements.
- Researched and corrected problems to assure effective operation of newly computerized systems.

### WORK HISTORY

**Student Intern**, Financial Accounting Development Program, Mutual of Omaha, Omaha, NE (Summer 20xx) **Accounting Coordinator**, Nebraska Special Olympics, Omaha, NE (20xx-20xx) **Bookkeeper**, SMC, Inc., Omaha,

NE (20xx – 20xx) **Bookkeeper**, First United Methodist Church, Altus, OK (20xx – 20xx)

## **PROFESSIONAL AFFILIATION**

**Member**, IMA, Bellevue University Student Chapter

## **COMPUTER SKILLS**

- Proficient in MS Office (Word, Excel, PowerPoint, Outlook), QuickBooks
- Proficient in MS Access, SQL, Visual Basic, C++