**Sample Hybrid Chronological Resume – Do NOT double-side your resume when applying to jobs**

**Nicole Ann Dime**

**5571 Baltimore Drive**

**Alexandria, VA 22333**

Cell: (703) 922-5555 nadime4899@hotmail.com

Social Security Number: xxx-xx-6789 US Citizen

Highest Grade: GS-0510-13 Veteran’s Preference: N/A

**Job Announcement: Number, Title, GS-Series and Grade**

**SUMMARY**

Accounting professional with extensive experience in Federal Financial Management. Work history includes coordinating the activities of several offices both within and outside Domestic Financial Services. High degree of dedication and commitment to peak performance. Demonstrated ability to examine an issue and analyze how the data fits together using a methodical and conscientious approach to reach a valid conclusion. Skilled at developing written products that are clear, concise, and delivered in accordance with important deadlines. Certified as a Government Financial Manager. Certificate in Federal Budget Management. **Top Secret Clearance.**

**REPRESENTIATIVE ACCOMPLISHMENTS**

* Managed the Department’s Letter of Credit Program, maintaining proper oversight and controls, which resulted in zero errors in disbursements in excess of $80 million annually. Recognized with a performance award for “diligent efforts and dedication to duty.”
* Managed the Department Gift Fund Program with annual allotments in excess of $15 million made by the Office of Budget and Planning. Reconciled uncredited reimbursements dating back more than two years which brought the Gift Fund Account up-to-date. Received a performance award for updating this vital project.

**EXPERIENCE**

**Senior Accountant, GS-0510-13 1993-present**

**U.S. Department of State, Bureau of Resource Management Arlington, VA**

## Supervisor: Helen Jones, 703-221-5556, May be contacted 40 hours/week

Monitor, analyze, reconcile, and oversee the accounting operations of the Domestic Financial Services in the Office of Financial Oversight and Coordination. Make recommendations to the Office Chief in the development of new or improved techniques for the performance of the office mission. Implement new or revised automated accounting systems and ensure that effective mechanisms and controls are in place with respect to Domestic Financial Services. Provide central oversight of the Department’s Travel Card Program.

* Researched and analyzed the cause of high interest payments, then persuaded senior management to implement a solution to eliminate them, resulting in a 7% savings for the Bureau and a policy to prevent future monetary loss.
* Led a prompt pay study of high interest payments in the Department of State. Researched the prompt pay underlying causes, analyzed the process and procedure, and displayed findings through statistical charts and graphs. Presented a comprehensive report which resulted in senior management taking action to reduce the underlying causes of the Department’s high interest payments.
* Trained more than 150 Bureau Program Coordinators in implementing new policies, management reporting, and OIG audit procedures of the Travel Card Program, so that implementation of these initiatives took place within one month of their announcement in a seamless manner.
* Identified a problem whereby the expenditure limit on Travel Cards frequently did not cover the travel costs of many cardholders, causing them to pay out-of-pocket expenses while waiting for reimbursements. Negotiated with Citibank to increase cardholders’ travel card limits, which reduced the payment delay time by 15%. Commended by the cardholders for responsiveness to their needs and by my supervisor for taking the initiative to resolve the issue.
* Took a lead role in reducing a backlog of payroll reconciliations, identified the key problems, encouraged the manager to take corrective action, which enabled Payroll to correct the errors. Briefed management on the problems and solutions, and made recommendations on how to prevent backlogs in the future.

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**Accountant, GS-0510-12 1992 - 1993**

**U.S. Department of State, Bureau of Resource Management Arlington, VA**

## Supervisor: James Covington, 703-234-5678, May be contacted 40 hours/week

Coordinated and completed various accounting activities in the Central Allotment Accounting Section. Monitored sensitive accounts to ensure compliance with the Anti-Deficiency Act. Provided timely and accurate status of account information in response to inquiries from other bureaus within the Department. Worked with other offices and bureaus to obtain the necessary paperwork for the Office of Budget and Planning to facilitate allotment of funds.

* Investigated a payment issue concerning the Bureau of Overseas Building Operations (OBO) and the Bureau of Intelligence and Research (INR). Uncovered preliminary evidence of a payment made in full to a company under contract to OBO. Discovered documented evidence that the money had been obligated and disbursed, which resulted in INR/OBO saving approximately one million dollars in overpayments. Received a performance award.

**Operating Accountant, GS-0510-11 1985 - 1992**

**U.S. Department of State, Bureau of Resource Management Arlington, VA**

**Supervisor: David McCoy, 703-234-6890, May be contacted 40 hours/week**

Maintained, reconciled, and oversaw the maintenance of computerized ledgers for a wide range of accounting functions covering embassies and posts worldwide in the Special Accounts and Collections Branch. Maintained accounting records for various unappropriated allotment type accounts.

* Researched erroneous and invalid transactions deposited into a Suspense Account involving amounts in excess of $200,000., which successfully cleared the account.
* Set up the Third-Party Draft Account in the newly implemented Central Financial Management System (CFMS). Discovered discrepancies in the account balance during the reconciliation process, took initiative to analyze the problem, and worked closely with the CFMS implementation team, which resolved the situation and established safeguards to prevent future problems. Received a performance award.

**EDUCATION**

Marymount University, Arlington, Virginia

Bachelor of Business Administration (BBA), 1989

Associate of Applied Science (AAS) in Accounting, 1981, Magna Cum Laude

**TRAINING**

Federal Financial Management, Certificate in Federal Budget, 2004

### Management Concepts International, Vienna, Virginia

**COMPUTER SKILLS**

Proficient in MS Office Suite and Windows-based accounting programs.

**ADDITIONAL AWARDS**

Combined Federal Campaign Leadership Award, 2001