Thomas Anderson

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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

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| MyOffice Inc, Boston  Administrator | October 2005 — Present |

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.

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| DC Systems, DC  Accounting Assistant | March 2003 — June 2005 |

Administered online banking functions.

Reduced credit period from 90 days to 60 days.

Managed payroll function for 140 employees.

Monitored and recorded company expenses.

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| Nucleus Band Corp, Boston | January 2002 — January 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)

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# Education

MS in Accounting September 1997 — September 2001

University of Washington

Obtained the MS degree *summa cum laude*, with GPA 4.0

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| BS in Accounting  Columbia University | September 1993 — September 1996 |
| BS in Computer Science | September 1989 — September 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.

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