



# Thomas Anderson

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## COMPUTER SKILLS

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Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional

## OBJECTIVE

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"I can work independently using my own initiative or as part of a team."

## EDUCATION

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### MS in Accounting Sep 1997 – Sep 2001

University of Washington

Obtained the MS degree summa cum laude, with GPA 4.0 - <http://google.com>

### BS in Accounting Sep 1993 – Sep 1996

Columbia University

### BS in Computer Science Sep 1989 – Sep 1992

Columbia University

## WORK EXPERIENCE

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### 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**

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- 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)

## **REFERENCES**

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References available upon request.