**Thomas Anderson**

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**CONTACT**

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(456) 789 123

Seeking a position as an accountant where extensive experience will be further developed and utilised. Extensive experience to the credit.

**OBJECTIVE**

# MyOffice Inc, Boston Oct 2005 — Present

**WORK EXPERIENCE**

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.

Certified Public Accountant (CPA) Certified Management Accountant (CMA) Certified Financial Manager (CFM) Certified Fraud Examiner (CFE)

**QUALIFICATIONS**

Certified Financial Planner (CFP) Certified Internal Auditor (CIA) Enrolled Agent (EA)

Certified Government Financial Manager (CGFM)

# MS in Accounting Sep 1997 — Sep 2001

**EDUCATION**

University of Washington

Obtained the MS degree summa cum laude, with GPA 4.0

# BS in Accounting Sep 1993 — Sep 1996

Columbia University

# BS in Computer Science Sep 1989 — Sep 1992

Columbia University

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

**COMPUTER SKILLS**

References available upon request.

**REFERENCES**