

# ANTHONY THOMAS

5555 Lake Street, Chicago, IL 012545  
a.thomas@youremail.com  
(123) 456-7890

Detail-oriented team player with almost two years of accounting experience, Adept at working closely with members of the accounting department to ensure accuracy and completion of projects. Has a good eye for noticing red flags and areas for improvement. Strong computer skills, including MS Office, Intuit Quickbooks, and Oracle Cloud.

## PROFESSIONAL EXPERIENCE

### ACCOUNTING CLERK

Mack & Associates, Chicago, IL | July 2019 - Present

- ◆ Processes Accounts Payable transactions while maintaining a 99% accuracy rate to avoid balancing errors at the end of the day
- ◆ Administers weekly payroll for 250 employees
- Reduced reconciliation errors by 20% with efficient use of Intuit QuickBooks
- Assists in preparing monthly account reconciliation reports and assembles them for the management team
- Aids in various accounting projects as needed

## EDUCATION

### ASSOCIATE IN APPLIED SCIENCE IN ACCOUNTING

Richard J. Daley College, Chicago, IL | September 2017-June 2019

## KEY SKILLS

- ◆ Highly organized with excellent problem-solving abilities
- ◆ Strong written and oral communication skills
- ◆ Accurate data entry and analysis
- ◆ Excellent math skills
- Able to master new computer software systems quickly
- Good time management skills with the ability to meet tight deadlines
- Knowledge of Intuit Quickbooks, Oracle, MS Excel, Access, and Word

## CERTIFICATIONS

- Bookkeeper Certification, American Institute of Professional Bookkeepers (AIPB)
- Intuit Quickbooks Specialist