

# MARCELINE ANDERSON

Accounting Manager

## PERSONAL PROFILE

Dedicated accounting manager with 10 years of experience in payroll administration, corporate accounting, risk and budget analysis, and human resources

## CONTACT DETAILS

Home: 123-456-7890  
Mobile: 123-456-7890  
hello@reallygreatsite.com  
www.reallygreatsite.com  
123 Anywhere Street, Any City, State, Country 12345

## AWARDS & RECOGNITION

Awarded by the San Dias Accounting Society:

- Tax Team Lead of the Year (2015 & 2018)
- Accountant of the Year (2012)
- New Accountant of the Year (2010)

## SKILLS AND ABILITIES

Good communication skills  
Reliable and professional  
Organized  
Good time management skills  
Team player  
Dedicated  
Fast learner  
Motivated  
Hard worker

## EMPLOYMENT HISTORY

### Account Manager

Globeworks Accounting | Aug 2018 - Present

- Performs periodic budgeting to project cash requirements
- Prepares financial reports required by law
- Prepares annual expense forecasts to achieve budget

### Accounts Assistant

Seed Intelligence Firm | Jan 2017- Aug 2018

- Worked with spreadsheets, sales, and purchase ledgers and journals
- Prepared statutory accounts
- Calculated and checked payments, accounts, and records

## ACADEMIC PROFILE

### San Dias Academy

Bachelor of Science in Accountancy

- President of San Dias Academy's Student Accounting Organization
- Contributor to San Dias Academy's weekly newspaper
- Member of the Business Organization

### Beechtown High School

Class of 2013  
Valedictorian  
4.0 Cumulative GPA

- President and Founder, Accounting Club
- Student Council President
- Debate Team Vice President
- Member of the Math Team
- Member of the Chess Team

