Thomas Anderson

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(456)789123

OBJECTIVE

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

WORK EXPERIENCE

MyOffice Inc, Boston

October 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

March 2003 — June 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

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)

EDUCATION

MS in Accounting
University of Washington

September 1997 — September 2001

Thomas Anderson

Obtained the MS degree $\,$, with GPA 4.0 $\,$

BS in Accounting September 1993 — September 1996

Columbia University

BS in Computer Science September 1989 — September 1992

Columbia University

COMPUTER Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft

 $SKILLS \hspace{1cm} Office \hspace{0.1cm} XP \hspace{0.1cm} Professional$

REFERENCES References available upon request.

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