

Sample Cover Letters and Resumes

Sample Resume - Chronological

NAME

31 Robson Avenue
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(Internet or E-mail address)

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CAREER PROFILE

A financial administrator with over 9 years' experience in both the private and public sectors coupled with recent training in automated accounting systems. Particular strengths include:

- 5 years experience in financial accounting and reporting,
- 2 years experience in payroll management, and
- 1.5 years supervision experience.

I have also taught financial accounting courses for over 5 years with various business colleges.

EMPLOYMENT HISTORY

Supervisor

Jan 2015 - Present

Finance Department

Ministry of Environment

Government of Manitoba

Reporting to the Executive Manager, responsible for all aspects of financial accounting and payroll systems, supervise 5 staff and:

- achieved early payment incentives by developing a summary reporting system to monitor accounts payable
- decreased default payments by 20% through timely administration of an accounts receivable portfolio
- reduced training time for new staff by writing a procedural manual for accounting processes in a government department. This included securing approval from the Senior Financial Officer
- increased staff effectiveness by designing and presenting training programs on diverse aspects of accounting procedures within the public sector.

Administrative Assistant

Sept 2010 – Jan 2015

Finance and Administration

Department of Attorney General

Government of Alberta

Reporting to the Chief Executive Officer, responsible for a full spectrum of administrative processes within the Branch:

- managed all equipment purchases, space planning, contracted services and budget for various government program areas
- maximized opportunities for bidders and reduced waiting periods by developing a tendering process for contract services
- met government wide standards by managing the conversion of financial and administrative filing systems to a new protocol



Where ideas work

