



Thomas Anderson

956, 31st Street
NYC - 10001
United States

E-mail: thomas.a@thecompany.com
Website: <http://cvmkr.com>
Phone: (123) 456 789
(456) 789 125

COMPUTER SKILLS

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

OBJECTIVE

"I can work independently using my own initiative or as part of a team."

EDUCATION

MS in Accounting Sep 1997 – Sep 2001

University of Washington

Obtained the MS degree summa cum laude, with GPA 4.0 - <http://google.com>

BS in Accounting Sep 1993 – Sep 1996

Columbia University

BS in Computer Science Sep 1989 – Sep 1992

Columbia University

WORK EXPERIENCE

MyOffice Inc, Boston Oct 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 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.