

Annie Accountant

123 Lee Street, Corpus Christi TX 78418 • 361-555-1212 • Aaccountant@yahoo.com

PROFESSIONAL SUMMARY

Over 3 years of experience in office administration and customer service. Areas of expertise include QuickBooks, Access, and Word. Seeking a position at FMC Technologies as an Accountant where my excellent analytical and technical skills can be utilized to improve the company's profitability.

EDUCATION

Texas A&M University - Corpus Christi
Bachelor of Business in Accounting

Corpus Christi, Texas
December 2015

MAJOR ACCOMPLISHMENTS

- Reconciled 20 general ledgers per day • General ledger operations • Payroll admin for 50 employees •
 - Trained 3 interns • Cash handling of up to 2000 per day • Customer service to over 400 people per shift •

RELATED EXPERIENCE

Accounting Intern

January 2014-Present

JB Accounting, Corpus Christi, TX

- Assist Accountant with year-end reviews and documentation, practice basic accounting entries daily for up to 10 clients
- Execute account reconciliations, batch and enter journal entries weekly
- 1-2 years expertise of accounting practical experience, applying Accounting schooling
- Ensure accounting ideas and methods have been upheld
- Utilize great communication and interpersonal knowledge when explaining economic info to an average of 30 customers per week

HONORS AND ACTIVITIES

National Accounting Honor Society

May 2014

Dean's List

August 2012 - Present

Secretary, Student Accounting Society

September 2012-Present

Society for Advancement of Management

May 2012 - Present

RELEVANT SKILLS

Accounting: Accounts Receivable/Payable, Payroll, Job Cost Analysis

Software: Peachtree, Microsoft Word, Excel, PowerPoint, Quickbooks

Soft Skills: Communication, Leadership, Teamwork, Problem Solving, Organization, Cultural Competence, Creativity

OTHER EXPERIENCE

McDonalds

May 2011- June 2012

- Provided quality customer service at drive thru and restaurant to an average of 400 customers per shift

Rockaway Camp (Seasonal Volunteer)

May 2010 – Sept 2010

- Supervised 22 children age 7-14
- Taught beginning acting classes including technique, speaking, and stage movement daily