

ACCOUNTING—RÉSUMÉ SAMPLE

Student Name

555-555-5555 – email@email.com

PROFESSIONAL SUMMARY

- Reliable and detail-focused bookkeeper/accounting assistant nimble at managing multiple projects and meeting tight deadlines under pressure
- Extensive knowledge of accounting principles, A/P, A/R, general ledger postings, invoicing, and various taxation issues
- Highly experienced with accounting software and progresses such as Caseware and Taxprep
- Solid organizational skills with ability to prioritize and complete tasks with speed and accuracy
- Excel certified and experience using Access and QuickBooks
- Recognized as a collaborative and resourceful team member with a smart sense of initiative

EDUCATIONAL BACKGROUND

University of Victoria (Peter B. Gustavson School of Business)
Bachelor of Commerce, Service Management Specialization

Victoria, Canada
 Month 20XX

WORK EXPERIENCE

Chartered Professional Accountants Business
Bookkeeper/Accounting Assistant

Victoria, Canada
 20XX–20XX

- Reconciled bank and credit card accounts for up to 5 clients simultaneously while maintaining a high degree of accuracy
- Increased efficiency and alleviated work loads by creating a new Excel financial recording system, saved reporting time by 15%
- Contributed to reducing outstanding accounts receivables through improved collection processes
- Drafted financial presentations for monthly staff meetings using PowerPoint and Keynote for Mac

Car Dealership
Administration Assistant (Co-op)

Victoria, Canada
 20XX - 20XX

- Answered a daily average of over 100 calls while replying to emails and greeting clients
- Developed trust relationship with customers by promptly addressing their needs and introducing them to the appropriate sales/product/part advisor and associate
- Improved schedule appointment processes by updating and synchronizing various customer databases
- Coordinated staff schedules to successfully organize weekly team meetings
- Conducted prompt distribution of daily mail and deliveries for all units and departments

Gifts & Souvenir Shop
Sales Associate, Retail Store (Co-op)

Victoria, Canada
20XX–20XX

- Implemented effective sales strategies which led to 120% achievement of seasonal sales targets established for the summer of 2017
- Successfully closed the store’s biggest sale in one day, amounting to \$1,200, by providing excellent customer service using up-selling and cross-selling strategies
- Reduced wait times at queue lines by developing and using effective payment handling procedures

Marketing Firm
Office Assistant, Marketing Department

City, Country
20XX–20XX

- Performed administrative duties including faxing, filing and managing inbound calls and emails, making sure office operations ran smoothly
- Showed excellent abilities in customer orientation by assisting in promotional activities
- Became a trusted assistant to the office manager and earned a reputation for maintaining a positive attitude and producing high-quality work

COMMUNITY ENGAGEMENT

Community Volunteer Tax Program
Tax Preparer

Victoria, Canada
20XX–20xx

- Prepared income tax return for eligible individuals with modest income and simple tax situation
- Worked with individual walk-in clients to analyze tax documents and determine deductions
- Offered personalized customer service by answering tax-related email queries in a timely fashion
- Received Certificate of Appreciation issued by CRA following the 2-month program

AWARDS

University of Victoria Golden Key International Honor

20XX

- Awarded to undergraduate and graduate students recognized in the top 15% of their class by GPA

University of Victoria Faculty Association Scholarship

20XX

- Awarded to international students with high academic standing

CERTIFICATIONS

University of Victoria

20XX

- Data analysis with Excel