

# JANE SAMPLE CLIENT

12345 Main Street | Jacksonville, FL | 877.875.7706 | Info@greatresumesfast.com

## PERFORMANCE-DRIVEN ACCOUNTING SPECIALIST

Quality-focused accounting professional with cross-functional competencies in all phases of accounting, payroll processing and financial analysis. Solid interpersonal skills with the ability to contribute as a team player and interface with professionals on all levels. Responds to operational and financial challenges with confidence, determination and focus. **Strengths include:**

- |                       |                      |                          |
|-----------------------|----------------------|--------------------------|
| ✓ Payroll Processing  | ✓ Budget & Finance   | ✓ Profit & Loss          |
| ✓ General Ledger      | ✓ Client Relations   | ✓ Team Leadership        |
| ✓ Financial Reporting | ✓ Financial Analysis | ✓ Account Reconciliation |

## PROFESSIONAL DEVELOPMENT

***Associates Degree – Accounting, 2001***  
Hawaii Pacific University, Honolulu, Hawaii

***Business Management – Anticipated Graduation 2010***  
University of Phoenix

## CAREER HIGHLIGHTS

- ❖ Managed the accurate reconciliation, ledger entry and reporting of credit card transaction, money orders and travelers checks for 20 bank branches throughout the United States, Korea and Japan, with 61,000 members worldwide.
- ❖ Financial point of contact for military members and families; provided financial services and support for overseas transfers. Determined and facilitated all financial aspects of the transfer including travel arrangements, shipping of goods, passports, insurance and living expenses.
- ❖ Oversaw financial arrangements for 2-week active duty commitment of Navy personnel including travel expense, payroll, hotel and transportation. Secured and finalized all financial arrangements.
- ❖ Launched investigations into payroll dispute claims; researched archived records to determine validity of claim and issued resolution based on findings.

## PROFESSIONAL EXPERIENCE

***Accounting Specialist***  
USA Federal Credit Union, San Diego, CA

***Accounting / E4, Petty Officer 3<sup>rd</sup> Class***  
United States Navy, Pearl Harbor, Hawaii