

CHRONOLOGICAL - EXAMPLE

DAWN LIGHT

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Objective: To leverage my education and experience to gain employment with a team-based organization.

STRENGTHS

- A.S. Degree with emphasis in accounting plus 3 years hands on bookkeeping experience
- Computer proficient; skilled in the use of computerized accounting systems software
- Strong research and math skills; ability to work under pressure and meet deadlines
- Attention to detail; can work independently or as a cooperative and productive team member

EDUCATION

Northwest Florida State College – Niceville, Florida
A.S., Accounting Technology, Magna cum Laude – August 2015

Relevant Courses

-Computer Applications in Accounting	-Accounting I & II	-Managerial Accounting
-Computer Applications for Business	-Payroll Accounting	-Federal Income Tax

WORK EXPERIENCE

2015	Intern	ABC Tax Service	Destin, Florida	<ul style="list-style-type: none">• Assisted staff with computing monthly/quarterly tax forms for businesses• Answered phones and scheduled appointments; sent out completed tax forms
2012 – Present	Assistant Manager	XYZ Store	Niceville, Florida	<ul style="list-style-type: none">• Reconcile register receipts with cash drawers after each shift• Prepare and make daily bank deposits averaging \$9,000• Manage daily operations for high volume retail business
2010-2012	General Office Clerk	BBB Construction	Niceville, Florida	<ul style="list-style-type: none">• Handled accounts payable/receivable; posted to general ledger• Prepared payroll for 22 employees; handled quarterly business taxes• Generated financial statements; maintained business files and records
2007 – 2010	Cashier/Counter Help	McDonald's	Niceville, Florida	<ul style="list-style-type: none">• Operated electronic cash register; assisted customers with food orders

HONORS/ACHIEVEMENTS

Phi Theta Kappa National Honor Society – Secretary, 2014
President's List, 2013, 2014, and 2015

Excellent references and transcripts will be provided upon request.