

COMBINATION - EXAMPLE

DAWN LIGHT

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OBJECTIVE: Position which utilizes bookkeeping/accounting, computer, and customer service skills and where the ability to handle increasing levels of responsibility would be a plus

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

SPECIALIZED COURSES:

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

RELEVANT SKILLS:

- Proficient in the use of computerized accounting software designed for general ledger, accounts payable/receivable, financial statement analysis, purchasing and sales order processing, and payroll
- Knowledge of laws and procedures related to payroll activities including completing tax forms
- Strong research and computing skills; attention to detail; ability to work under pressure
- Bookkeeping and accounting experience; monthly and quarterly tax preparation

EXPERIENCE:

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|--|------------------|--------------------|------------------|
| Intern | ABC Tax Service | Destin, Florida | (2015) |
| • Assisted staff with computing monthly/quarterly tax forms for businesses | | | |
| • Answered phones and scheduled appointments; sent out completed tax forms | | | |
| Assistant Manager | XYZ Store | Niceville, Florida | (2012 – Present) |
| • 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 | | | |
| General Office Clerk | BBB Construction | Niceville, Florida | (2010 – 2012) |
| • Handled accounts payable/receivable; posted general to general ledger | | | |
| • Prepared payroll for 22 employees; handled quarterly taxes | | | |
| • Generated financial statements; maintained business files | | | |
| Cashier/Counter Help | McDonald's | Niceville, Florida | (2008 – 2010) |
| • Operated electronic cash register; assisted customers with food orders | | | |

HONORS/ AWARDS: Phi Theta Kappa National Honor Society – 2014 and 2015 (Secretary, 2014)
President's List, 2013, 2014, and 2015
Triple Plus Club Scholarship, 2014 – 2015

ACTIVITIES: Northwest Florida State College, Student Government Association, 2014 and 2015 (Secretary, 2015)
American Cancer Society Relay for Life, 2009, 2010, 2011 and 2012
Habitat for Humanity

Excellent references and transcripts will be provided upon request.