

FUNCTIONAL - EXAMPLE

DAWN LIGHT

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Objective: Position that includes responsibilities for most bookkeeping/accounting tasks, and requires skill in customer service, computer operations, and administrative support.

HIGHLIGHTS OF QUALIFICATIONS

- 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 – 2015

Relevant Courses

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

ACQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Bookkeeping & Accounting

- Handled accounts payable/receivable; posted to general ledger; mailed out statements
- Reconciled receipts with monies in register; prepared and made daily bank deposits
- Prepared weekly payroll for 22 employees; computed monthly/quarterly tax forms

Administrative Support

- Managed day to day operations for high volume retail business in absence of manager
- Answered multi-line phones; scheduled appointments; redirected incoming calls
- Set up and maintained business files; inventoried and ordered office supplies

Computer Usage

- Learned and mastered computer related software, earning an A on each course
- Entered monthly account records into computer; generated computerized financial statements

Customer Service

- Greeted customers in a highly professional manner giving them my full attention
- Assisted customers with their selections making appropriate recommendations as needed

WORK HISTORY

2014-2015	Intern	ABC Tax Service	Destin, Florida
2012 – Present	Assistant Manager	XYZ Store	Niceville, Florida
2010 – 2012	General Office Clerk	BBB Construction	Niceville, Florida
2007 – 2010	Cashier/Counter Help	McDonald's	Niceville, Florida

HONORS/ACHIEVEMENTS

Phi Theta Kappa National Honor Society – Secretary, 2014
President's List, 2012, 2013, and 2014

Excellent references and transcripts will be provided upon request.