

JANE SMITH
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 Anywhere, US 00000
 (000) 000-0000

OBJECTIVE: accounting / bookkeeping position with a microcomputer firm

HIGHLIGHTS OF QUALIFICATIONS

- * Over 12 years experience in accounting, taxation, and administration for a variety of businesses
- * Over 4 years full-charge bookkeeping experience with computerized accounting systems
- * Familiar with both PC-DOS and Macintosh operating systems
- * Exceptionally organized and resourceful with a wide range of skills
- * Self-motivated - demonstrates initiative
- * Reliable and adaptable; learn new systems quickly

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

Accounting / Bookkeeping:

- * Responsible for full-charge bookkeeping for 20 accounts monthly at a CPA firm
- * Calculated payroll taxes, sales taxes, financial statements, depreciation schedules and Schedule C for multiple firms
- * Developed a broad base of experience in bookkeeping for a range of businesses including auto repair facilities, service industries, wholesale manufacturing, retail stores, and property management.
- * 12+ years accounts payable experience.
- * Independently managed \$75,000 / month in accounts payable.
- * 15+ years experience preparing payroll for up to 60 employees on a weekly basis.
- * Computed, prepared, paid and filed all federal and state tax returns for firm employing over 60 employees
- * Conducted extensive research of source documents to accurately construct the corporation's financial statement and general ledger.

COMPUTER EXPERTISE

Accounting:

- * Maintained accounting records for 20 businesses, using a custom accounting package
- * Processed financial statements, payroll taxes and W-2 forms.
- * Data entered and generated financial statements / general ledger for a retail corporation
- * Generated appropriate spreadsheets and correspondence

Systems & Applications:

- * Proficient in LOTUS 1-2-3, WORD PERFECT, Microsoft WORD and IBM-PC .
- * Designed custom screens, generate reports, design menus and design program sub-routines using dBase on an IBM-PC
- * Generated spreadsheets and correspondence with Microsoft WORKS and Microsoft WORD on a Macintosh Computer system.
- * Developed coding and entered data on an IBM-PC for output to a photo-typesetter.

EMPLOYMENT HISTORY

2007 -	Administrative Assistant	DOUGLAS HILL, Attorney	Berkeley, CA
2006-07	Bookkeeper / Office Manager	GRIFF MOTORWERKES	Berkeley, CA
2005-06	Customer Service Rep	COLORCRAFT, INC.(printing)	Milwaukee WI
2004-05	Quality Control Assistant	M.C.P. COMPANY (printing)	Milwaukee WI
2003	Real Estate Association	WAUWATOSA REALTY	Hales Corners WI
1992-03 ¹	Full Charge Bookkeeper	EDWIN DONAHUE, CPA,	Appleton, WI
1996-01 ¹	Bookkeeper / Parts Manager	AUTOWERKE, INC.(auto repair / parts)	Madison, WI

EDUCATION & TRAINING

dBase - Vista College, Berkeley, CA
 Concepts of Data Processing / Accounting - UC Extension / Berkley, CA
 A.A. Degree, with honors - Printing and Publishing Operations Milwaukee Area Technical College, Milwaukee, WI

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