



Thomas Anderson

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COMPUTER SKILLS

OBJECTIVE

EDUCATION

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft
Windows XP and Microsoft Office XP Professional

"I can work independently using my own initiative or as part of a team."

MS in Accounting Sep 1997 — Sep
2001

University of Washington

Obtained the MS degree summa cum laude, with GPA 4.0 - <http://google.com>

BS in Accounting Sep 1993 — Sep
1996
Columbia University

BS in Computer Science Sep 1989 — Sep
1992
Columbia University

MyOffice Inc, Boston Oct 2005 —
Administrator Present

WORK EXPERIENCE

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Provided telephone support.
- Scheduled client appointments and maintained up-to-date confidential client files.

DC Systems, DC Mar 2003 — Jun 2005
□ Accounting Assistant

- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 140 employees.
- Monitored and recorded company expenses.

Nucleus Band Corp, Boston Jan 2002 — Jan 2003
■ Accounting Assistant

QUALIFICATIONS

- Certified Public Accountant (CPA)
- Certified Management Accountant (CMA)
- Certified Financial Manager (CFM)
- Certified Fraud Examiner (CFE)
- Certified Financial Planner (CFP)
- Certified Internal Auditor (CIA)
- Enrolled Agent (EA)
- Certified Government Financial Manager (CGFM)

REFERENCES

References available upon request.

Fill in the blanks based on information provided above!

| | |
|-------------------------------|--|
| Personal Information | |
| Educational Background | |
| Work Experiences | |
| Purpose of making CV | |

