



Thomas Anderson

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COMPUTER SKILLS

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."

OBJECTIVE

EDUCATION

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 — Present
Administrator

- 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

WORK EXPERIENCE

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 Backgroud	
Work Experiences	
Purpose of making CV	

