

Jane A. Doe, CPA

123456 Bramingham Way SW | Philadelphia, PA 19115
Phone: H: (555) 555-555: C: (555) 555-555 | Email: ja_doe@verizon.net

SUMMARY OF QUALIFICATIONS

Professional and accomplished Accounting Manager, with proven ability to develop and implement new processes to improve a company's bottom line. Extensive knowledge in all areas of accounting functions and proficient in collections and management of aged A/R accounts to significantly reduce their impact on overall finances. Strong leadership and interpersonal skills with the ability to communicate procedures effectively, have proven to assist in meeting a company's long and short term goals. Extensive knowledge in the following key skills and proficiencies:

- | | | |
|-----------------|--------------------------|--------------------------|
| ❖ Payroll | ❖ Collections Management | ❖ Account Reconciliation |
| ❖ ISO 9001:2008 | ❖ Auditing | ❖ Inventory Control |
| ❖ GAAP | ❖ Statement Preparation | ❖ Strategic Planning |

SOFT SKILLS

Peachtree Accounting | TaxACT | Microsoft Word | Excel | PowerPoint

EDUCATION

Bachelor of Arts in Accounting; GPA 3.67 December 2008
University of Pennsylvania, Philadelphia, PA

Associates of Arts in Accounting; GPA 3.5 May 2006
Reading Area Community College, Reading, PA

WORK HISTORY

Pallet Manufacturing, Philadelphia, PA January 2009-Present
Family-Owned manufacturer that make and distribute wooden pallets with annual revenues of \$40M

Accounting Manager June 2010-Present
Staff Accountant January 2009-June 2010

Promoted from Staff Accountant to Accounting Manager, after demonstrating strong accounting abilities and successfully implementing a new process that helped increase the company's liquid assets. Responsible for training and evaluating two Staff Accountants and a Payroll Clerk, along with overseeing daily operations of A/P, A/R, and Payroll, General Ledger and preparation of financial statements. Assist in yearly audits and oversee \$125K in inventory and place special orders ranging from \$5K to \$250K. Accomplishments include:

- Developing and implementing a new procedure that captured the loss of profit on special inventory orders that ultimately increased special order profits by 6%, increasing the company's profits by thousands of dollars
- Improved process of managing aged A/R and decreased them by \$78K
- Took initiative to back date vendor invoices on defective parts and negotiated \$20K in return credits
- Part of the ISO team that identified the changes and essential documentation needed to be in compliance with ISO standards for machine tools and IT applications
- Gained extensive technical skills and GAAP knowledge

Lobster, Beake & Fralin, PLC CPAs, Philadelphia, PA

September 2008-December 2008

CPA firm that works with regional and international clients to meet their accounting needs

Accounting Externship

Worked under a Senior Staff accountant reviewing monthly, quarterly and year-end entries for A/P and A/R during one semester of undergraduate studies.

- Assisted in completing a fiscal year-end audit for a manufacturing company in a timely manner which ultimately gained the firm a new long-term client

Karrington, Loahm and Reinhart, LLP, Reading, PA

July 2006-December 2006

CPA firm that works with regional and national clients to meet their accounting needs

Staff Accountant

Short term position that provided insight on how an accounting firm works while continuing undergraduate studies.

- Worked closely with a Senior Staff Accountant on preparing pre-tax documents and reports for limited liability partnerships, limited liability companies and non-profit organizations

PROFESSIONAL MEMBERSHIPS / VOLUNTEER WORK

American Institute of CPAs (AICPA)

Nordstrom Free Clinic

March 2010-Present

- Provide accounting expertise by reviewing accounting records, reconciling bank statements and creating a presentation of the financial expenses to the clinic's Board of Directors on a monthly basis