

# Jane Doe

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## FINANCE ACCOUNTING PROFESSIONAL

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### SUMMARY OF QUALIFICATIONS

- Skilled, detailed-oriented, accounting professional with over three years of broad-based, combined experience in general accounting, billing, accounts receivable, financial recordkeeping, personal income tax preparation and processing, auditing and office administration.
  - Natural communicator with excellent interpersonal and customer relation skills. Able to handle multiple assignments and meet deadlines effectively.
  - Strong team-player, comfortable working with diverse populations. Proactive in recognizing problems and implementing solutions.
  - Driven by challenge and the opportunity for development; thrive in diverse, fast-paced settings.
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### EDUCATION

Piedmont College, Demorest, GA

*Master of Business Administration (MBA) - concentration Financial Services*, GPA 3.73, December 2011

*Bachelor of Arts Business Administration – concentration in Accounting*, 2010

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### EMPLOYMENT EXPERIENCE

**Jamison Oil Company**, Gainesville, GA

**2009 – Present**

*Consigned Fuels Accounting Clerk*

- Manage 16 major airport client accounts for ground fuel and 1 major oil client account; perform general accounting support tasks to include verifying accuracy of invoices and other accounting documents.
- Audit billing invoices for assigned vendors such as American Mobil; responsible for billing for assigned vendors such as Consortium based on client data; ensure accuracy on inventory accounts and on time deliveries.
- Update and maintain accounting ledgers; reconcile credit card account activity on a monthly basis on the general ledger; enter data into computer systems; compile data and prepare variety of reports.
- Analyze data and ensure accuracy before forwarding to appropriate departments for further processing; liaison for operations, accounts receivable and assigned customers.
- Research, investigate and resolve issues with customers or vendors; use listening abilities to help customers identify and gauge needs.

**Tax Consultants** (Seasonal Position), Gainesville, GA

**2009**

*Tax Assistant*

- Organized and prepared tax returns for clients; contacted clients in order to obtain additional information for tax preparation.
  - Entered tax data into tax software program; filed financial records and documentation with tax returns; ensured accuracy prior to submitting documents for final review to accountant.
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### ADDITIONAL EXPERIENCE

Longhorn's Steakhouse, Cornelia, GA

**2007 - 2009**

*Lead Hostess*

- Provided high-quality customer service to patrons of a major steakhouse restaurant. Promoted menu items and optimized cross-sells. Consistently held above 90% average secret shopper score.

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## TECHNICAL SKILLS

Microsoft Office: Word, Advanced Excel, PowerPoint, Access; Outlook; Internet Savvy



# RÉSUMÉS

FROM

# ABOVE

SAMPLE