

**JACK JEFFERSON**  
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An accounting assistant with five years' experience in financial report preparation, review inventory cost analysis and accounts payable research for a manufacturing company.

A flexible, self-motivated individual with excellent research, analytical and problem-solving skills who learns quickly.

**ACCOMPLISHMENTS**

- Developed a system that tracked \$200,000 of work-in-process in branch offices and eliminated discrepancies in the annual inventory.
- Single-handedly implemented a chart of accounts conversion with a payroll company following a systems conversion during a four-month period.
- Directed the relocation of files from a 5,000 square foot facility to a contracted off-site service and saved 75% of storage costs.
- Consolidated revenue information from 65 branches and created a monthly net sales report for distribution to the Chief Financial Officer.
- Conducted inventory analysis on in-stock items for projected costs versus actual payment.
- Directed the consolidation of 65 branch long distance phone charges to a single contracted company and saved 60% of long distance costs.

**PROFESSIONAL EXPERIENCE**

**Harmony Products**, Los Angeles, California 2003-2007

**Staff Assistant**

Provided support to an accounting department with 20 staff in a medical manufacturing products company.

**Dependable Temporary Agency**, Los Angeles, California 2002-2003

**Clerical**

Worked part-time for major companies such as Proctor & Gamble in accounting and MIS departments.

**PRIOR EXPERIENCE**

Held part-time positions in the restaurant industry while attending college.

**EDUCATION**

**California State University, Fullerton**, Fullerton, California

Business Administration, expected graduation, 2008.

**COMPUTER SKILLS**

**Software:** Lotus (DOS/Windows), Windows, WordPerfect, Microsoft Word, Powerpoint, Harvard Graphics, Excel, Mintab, Dbase