

[0019 "Clerical"]

JACK JEFFERSON
123 Any Street
Any City, State 55555

(213) 555-1234
Cellular/Messages: (213) 777-5678
e-mail: JackJefferson@earthlink.net

An accounting assistant with four 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 2003-2006

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, 2007.

COMPUTER SKILLS

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