

JANE SAMPLE CLIENT

12345 Main Street | Jacksonville, FL | 877.875.7706 | info@greatresumesfast.com

PERFORMANCE-DRIVEN ACCOUNTING SPECIALIST

Quality-focused [accounting](#) professional with cross-functional competencies in all phases of accounting, payroll processing and financial analysis. Solid interpersonal skills with the ability to contribute as a team player and interface with professionals on all levels. Responds to operational and [financial challenges](#) with confidence, determination and focus. Strengths include:

- Payroll Processing
- General Ledger
- Financial Reporting
- Budget & Finance
- Client Relations
- [Financial Analysis](#)
- Profit & Loss
- Team Leadership
- Account Reconciliation

PROFESSIONAL DEVELOPMENT

Associates Degree – Accounting, 2001

Hawaii Pacific University, Honolulu, Hawaii

Business Management – Anticipated Graduation, 2010

University of Phoenix

CAREER HIGHLIGHTS

- Managed the accurate reconciliation, ledger entry and reporting of credit card transaction, money orders and travelers checks for 20 bank branches throughout the United States, Korea and Japan, with 61,000 members worldwide.
- Financial point of contact for military members and families; provided financial services and support for overseas transfers. Determined and facilitated all financial aspects of the transfer including travel arrangements, shipping of goods, passports, insurance and living expenses.
- Oversaw financial arrangements for 2-week active duty commitment of Navy personnel including travel expense, payroll, hotel and transportation. Secured and finalized all financial arrangements.
- Launched investigations into payroll dispute claims; researched archived records to determine validity of claim and issued resolution based on findings.

PROFESSIONAL EXPERIENCE

Accounting Specialist

USA Federal Credit Union, San Diego, CA

Accounting/ E4, Petty Officer 3rd Class

United States Navy, Pearl Harbor, Hawaii