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| PERSONAL INFORMATION | Edward Hloomberg |
|  |
|  |  1234 Park Avenue, Redwood City, CA 94063 |
|  (123) 456 7899  (123) 123 4567 |
|  info@hloom.com  |
| www.hloom.com |
|  AOL Instant Messenger (AIM) Hloom  |
| Sex Male | Date of birth October 3, 1990 | Nationality American  |

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| JOB APPLIED FOR | Accountant |

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| WORK EXPERIENCE |   |

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| January 2004 – Present | Accountant |
| Vaccaro Shoe Repair |
| * Prepared daily cash report for daily cash flow purposes
* Reconciled bank statements
* Prepared and input journal entries
* Handle cash disbursements
 |
| June 2003 – December 2004 | Accountant |
| Benchmark Publishing |
| * Reconciled bank statements
* Post write-ups
* Handle cash disbursements
* Track outgoing cash flow spending and availability
* Accounts Payables
* Accounts Receivables
 |
| September 2001 – May 2003 | Senior Accountant |
| Trophy Dental |
| * Profiled monthly results for revenue and expenses
* Developed spreadsheet for monthly payroll accruals and expense
* Increased totals for individual state tax returns
* Recorded daily sales summary
* Tracked payment schedule for invoices and budget payment
* Profiled monthly results for revenue and expenses
* Prepared journal entries for payroll and commissions
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| EDUCATION AND TRAINING |   |

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| Replace with dates (from - to) | M.S. in Accounting |
| Mercy College, New York – NY  |
| Replace with dates (from - to) | B.S. in Accounting | GPA: 3.8 |
| Mercy College, New York – NY  |

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| PERSONAL SKILLS |   |

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| Mother tongue | English |
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| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| French | Intermediate level | Enter level | Enter level | Enter level | Enter level |
|  | French Language Certification. B+ |
| German | Expert Level | Intermediate Level | Intermediate Level | Enter level | Enter level |
|  | German Language Certification. A+. |

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| Communication skills | * Good communication skills: Gained through my experience as sales manager
* Debating skill: Gained through academics
* Excellent convincing power: Gained through social activities
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| Organisational / managerial skills | * Leadership (currently responsible for a team of 15 people)
* Customer support
* Meeting the assigned tasks within deadline (with precision)
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| Job-related skills | * Good command of quality control processes (currently responsible for quality audit)
* Excellent in the field of accounts
* Good in financial matters
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| Computer skills | * Good command of Microsoft Office™ tools
* MAS90
* LOTUS
* PeopleSoft
* ADP
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| Other skills | * Carpentry
* Time management
* Punctuality
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| Driving licence | A, B |

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| ADDITIONAL INFORMATION |   |

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| ProjectsHonours and awardsReferences | Computerized the accounting department of P & P AssociatesBest employee of the year 2006 at P & P AssociatesDr. Phil Johnson, Chief Accountant, P & P Associates |

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| ANNEXES |   |

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|  | * Copies of degrees and qualifications;
* Testimonial of employment or work placement;
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