

JOYCE FAVOR

Dallas, TX 12345
(123) 555-5555
joycefavor@example.com
www.linkedin.com/in/jobseekerprofilename

JOB OBJECTIVE

A position in the Accounting Department

SUMMARY

- ✓ Four years' experience performing accounting duties.
- ✓ Developed math and computer skills; able to quickly learn new technologies and systems.
- ✓ Meticulous organizational habits.

EDUCATION

B.S., Accounting, 2015
University of Dallas, Dallas, TX

PROFESSIONAL EXPERIENCE (Concurrent with Education)

2014-pres. Sears Brothers Clothing, Dallas, TX

Accountant Intern

- ✓ Coordinated preparation and timely dissemination of financial reports for department managers.
- ✓ Met multiple daily deadlines for processing checks and ensuring proper routing, clearance, imaging, and statement rendering.
- ✓ Ordered and monitored inventory of accounting supplies.

2012-14 FastForward.com, Plano, TX

Bookkeeper

- ✓ Entered accounts receivable information in a database, paying close attention to accuracy in this high-pressure, time-sensitive environment.
- ✓ Created spreadsheet to track accounts payable to ensured timely and accurate bill payment.
- ✓ Cultivated and maintained strong relationships with co-workers and other departments.

2011-12 Bishop Autos, San Antonio, TX

Sales Support

- ✓ Created and maintained Excel spreadsheet for special 3-month sales project.
 - ✓ Handled reproduction and timely distribution of sales materials.
 - ✓ Used database and word processing programs to organize and maintain company records.
-