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| --- | --- | --- | --- | --- | --- | --- |
| Kathy Johnson | | | **Address:**  **Phone:**  **Cell:**  **Email:** | | 1022 Brannon Street  Los Angeles, CA 90014  231-215-6582  635-845-5425  kathyjohnson@example.com | |
| Summary | I am a talented and ambitious individual with a strong aptitude in accounts. With an excellent grip over Microsoft Excel I am keen to start my professional career. I am eager to have further training in the field of accounts while working as assistant to an experienced employer in a fast paced working environment. | | | | | |
| Academic Qualifications | Cathedral Institute of Commerce Bachelor of Business Administration Streamline High School Mathematics  Statistics  Fundamentals of Economics  Psychology  Geography  Civics | | | 2009 – 2013  GPA: 3.5  2005 – 2009  A+  A  A  B+  A  A | | |
| Additional Knowledge | Accounting | Professional | | | | Personal |
|  | Bank Reconciliation  Budgeting  Pro-forma Invoices  Pay Orders  Auditing  Moral Check  Business Affairs | Microsoft Excel  Microsoft Access  Data Entry  Recordkeeping  Financial Data Analysis  Numeric Data processing  Stock Exchange Affairs | | | | Teamwork  Listening Skills  Communication  Time Management  Meeting Deadline  Quick Learner  Affairs Management |
| Acquired Skills | * Well Organized * Detail Oriented * Business Savvy * Excellent Communicator * Processing Invoices * E-Commerce * Knowledge of online business transactions * Online Banking | | | | | |
| Hobbies and Interests | * Study of accounts related book to get up to date knowledge * Creating accounts related documents templates in MS Excel for fellow students * Attending Seminars * Public Speaking * Swimming | | | | | |
| References | Will be provided on request | | | | | |