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| Kathy Johnson | **Address:****Phone:** **Cell:** **Email:**  | 1022 Brannon StreetLos Angeles, CA 90014231-215-6582635-845-5425kathyjohnson@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 CommerceBachelor of Business AdministrationStreamline High SchoolMathematicsStatisticsFundamentals of EconomicsPsychologyGeographyCivics | 2009 – 2013GPA: 3.52005 – 2009A+AAB+AA |
| Additional Knowledge | Accounting | Professional | Personal |
|  | Bank ReconciliationBudgetingPro-forma InvoicesPay OrdersAuditingMoral CheckBusiness Affairs | Microsoft ExcelMicrosoft AccessData EntryRecordkeepingFinancial Data AnalysisNumeric Data processingStock Exchange Affairs | TeamworkListening SkillsCommunicationTime ManagementMeeting DeadlineQuick LearnerAffairs Management |
| Acquired Skills | * Well Organized
* Detail Oriented
* Business Savvy
* Excellent Communicator
* Processing Invoices
* E-Commerce
* Knowledge of online business transactions
* Online Banking
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| 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
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| References | Will be provided on request |