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| PERSONAL INFORMATION | Edward Hloomberg |
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|  | 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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| Projects  Honours and awards  References | Computerized the accounting department of P & P Associates  Best employee of the year 2006 at P & P Associates  Dr. 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; |