

Combination Resume Sample: Accounting

SUZANNE STUDENT

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Objective: To obtain an accounting position with a CPA firm

Education

Bachelor of Science, Business Administration, Accountancy concentration

California State University, Sacramento, December 2009

GPA major: 3.67 GPA overall 3.40

Honors: Dean's List

Computer Skills: Excel, Word, PowerPoint, Quicken

Language Skills: Chinese (Mandarin and Cantonese)

CPA Exam: April 2010

Achievement: Managed a restaurant that has been ranked #1 for three consecutive years

Skills and Qualifications

Accounting:

- Processed biweekly payroll, verified timesheets, for 3-10 restaurant employees
- Strong understanding of accounting principles and procedures obtained in a classroom setting
- Provided timely and accurate bookkeeping services for private clients' small businesses
- Verified incoming A/P invoices and paid vendors

Communication:

- Interacted with all levels of personnel in a restaurant from the owner to the servers
- Made several presentations to groups of 50 on the subject of motivation and persuasion techniques
- Wrote a research paper on American foreign policy and how it influenced the economy

Client Relations:

- Assisted customers in the selection of food items in a Chinese restaurant
- Resolved customer issues by listening to their concerns and offering reasonable solutions to problems
- Offered excellent customer service to customers with special needs and catering requirements; e.g., banquets, large parties, specialized food preparation

Work History

Manager, Peking Restaurant, El Dorado Hills, CA 2006-present

Bookkeeper, private clients, Sacramento, CA 2003-present

Waitress, Posh Bistro, Sacramento, CA 2003-2004

Affiliations

Beta Alpha Psi

Sacramento Food Bank