

ACCOUNTING—RÉSUMÉ SAMPLE

Student Name

555-555-5555 – email@email.com

PROFESSIONAL SUMMARY

- Reliable and detail-focused bookkeeper/accounting assistant nimble at managing multiple projects and meeting tight deadlines under pressure
- Extensive knowledge of accounting principles, A/P, A/R, general ledger postings, invoicing, and various taxation issues
- Highly experienced with accounting software and progresses such as Caseware and Taxprep
- Solid organizational skills with ability to prioritize and complete tasks with speed and accuracy

Victoria, Canada
Month 20XX

Victoria, Canada
20XX–20XX



Gifts & Souvenir Shop
Sales Associate, Retail Store (Co-op)

Victoria, Canada
20XX–20XX

- Implemented effective sales strategies which led to 120% achievement of seasonal sales targets established for the summer of 2017
- Successfully closed the store's biggest sale in one day, amounting to \$1,200, by providing excellent customer service using up-selling and cross-selling strategies
- Reduced wait times at queue lines by developing and using effective payment handling procedures

Marketing Firm

City, Country
20XX–20XX

- Performed administrative duties including faxing, filing and managing inbound calls and emails, making sure office operations ran smoothly
- Showed excellent abilities in customer orientation by assisting in promotional activities
- Became a trusted assistant to the office manager and earned a reputation for maintaining a positive attitude and producing high-quality work

COMMUNITY ENGAGEMENT

Community Volunteer Tax Program
Tax Preparer

Victoria, Canada
20XX–20xx

- Prepared income tax return for eligible individuals with modest income and simple tax situation
- Worked with individual walk-in clients to analyze tax documents and determine deductions
- Offered personalized customer service by answering tax-related email queries in a timely fashion
- Received Certificate of Appreciation issued by CRA following the 2-month program

AWARDS

University of Victoria Golden Key International Honor

20XX

- Awarded to undergraduate and graduate students recognized in the top 15% of their class by GPA

University of Victoria Faculty Association Scholarship

20XX

- Awarded to international students with high academic standing

CERTIFICATIONS

University of Victoria

20XX

- Data analysis with Excel