

## **SUE RESUME**

4323 Green Road  
Harrisburg, PA 17111  
(717) 555-5555  
[rrr@psu.edu](mailto:rrr@psu.edu)

### **ACCOUNTING EXPERIENCE**

ASSISTANT GENERAL MANAGER, September 20XX – Present  
Best Western Inn, Union Gap, WA

- Assisted General Manager in all aspects of hotel operation
- Managed Accounts Payable, and Accounts Receivable
- Controlled revenue management utilizing the Best Western Nova System

ACCOUNTS PAYABLE ADMINISTRATOR, March 20XX – August 20XX  
Birch Equipment Rental & Sales, Bellingham, WA

- Managed all aspects of a high volume accounts payable system
- Created and maintained excel spreadsheets, and access databases
- Managed all vendor accounts
- Established a fuel tracking system

ADMINISTRATIVE & ACCOUNTING SPECIALIST, September 19XX - February 20XX  
Advanced Marine Technology, Seattle, WA

- Responsible for all accounts payable functions
- Followed up with vendors to solve inconsistencies
- Administered payroll of 25 employees
- Prepared weekly accounting report, summarizing accounts payable, accounts receivable, cash, and money market accounts
- Calculated, and prepared City Research and Development taxes

### **EDUCATION**

BACHELOR OF SCIENCE, Accounting, May 20XX  
Pennsylvania State University, Capital College  
Middletown, PA GPA 3.98/4.0

ASSOCIATE IN ARTS, Business Administration, May 20XX  
Harrisburg Area Community College  
Harrisburg, PA GPA 3.96/4.0

### **OTHER EXPERIENCE**

- OFFICE MANAGER, August 20XX – May 20XX  
Family Care Clinic Group, New Cumberland, PA
- DATA ENTRY SPECIALIST, August 20XX – March 20XX  
Barclay Dean, Bellevue, WA

**SKILLS**

- Accounting software programs including, Peachtree, QuickBooks Pro, Quicken, and Accupro
- Microsoft Excel, Access, and Word
- Multi-task oriented and well organized
- Familiar, and very comfortable with computer systems and business software programs
- Quick to learn and easily self-taught
- Team Player, with leadership qualities
- Self-motivated
- Exceptional communication and problem solving skills

**HONORS & AWARDS**

- Pennsylvania Institute of Certified Public Accountants Senior Award, 20XX
- First place in an Extreme Team Tax Competition for Pennsylvania State University, 20XX
- Beth Gamma Sigma Honors Society, Pennsylvania State University, 20XX
- Phi Kappa Phi Honors Society, Pennsylvania State University, 20XX
- Deans List, Harrisburg Area Community College, 20XX-20XX
- Deans List, Pennsylvania State University, 20XX-20XX
- Methow Valley Education Foundation Scholarship, 20XX

**PROFESSIONAL AFFILIATIONS**

- President of Institute of Management Accounting Student Chapter for school year 20XX-20XX
- Member of Institute of Management Accounting Student Chapter, Penn State University
- Student member of Pennsylvania Institute of Certified Public Accountants
- Student member of American Institute of Certified Public Accountants
- Student member of Institute of Management Accountants
- Student member of Association of Certified Fraud Examiners

**REFERENCES AND TRANSCRIPTS**  
**AVAILABLE UPON REQUEST**