

**Sally Smith**  
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**Objective** To obtain a position where I can maximize my multilayer of management skills, quality assurance, program development, training experience, customer service, and a successful track record in the accounting field.

**Work Experience**

**ABC, Inc.---A/P, A/R Manager** San Diego, CA  
February 2007-January 2012

- Responsible for overseeing the Accounting Department
- Handled all booking and reconciliations
- Supplied back-up support for all accounting duties when needed.

**West Company---Administrative Assistant** San Diego, CA  
February 2004-February 2007

- Sorted and distributed mail
- Provided support for staff members
- Organized office activities and meetings
- Keep company files up to date

**C Investments---Clerical Assistant/Debit Collector** San Diego, CA  
January 1997-February 2004

- Responsible for researching new information/contact information for debtors'
- Transfer debtors
- Collections
- Calling customers about past due accounts

**Education**

**San Diego State University** San Diego, CA  
January 2010-Present G.P.A 4.2  
Expected graduation: BA: Accounting May 2006

**Sunny High School** Spring Valley, CA  
September 2000-June 2002 G.P.A 3.0  
Graduated: June 1990

**Vocational training**      **Customer Service Representative**      Spring Valley, CA  
January 2001-December 2001  
Regional Occupation Program, Mount Miguel High School  
Certificate of Completion in December 2001

**Additional Skills**      Proficient in the use of computers and applications such as Word, Excel, Access, Outlook Express, Power Point, QuickBooks, PeachTree and Computer Imaging. Excellent customer service, money handling, stocking, loading/unloading, ground maintenance and construction. Forklift certified.

**References**      References provided upon request