

Combination Resume:

Joe Smith

123 Career Street
Burnaby, BC V3X 4Y6

email: joe.smith@abc.ca

Cell: 604-555-3333

Home: 604-555-4444

Objective: To obtain a meaningful position within the Accounting Department where I can actively contribute to the company and my team.

Highlights of Qualifications:

- Advanced skills in Accpac, Simply Accounting, and SAP
- Experience in accounts payable, receivables and general ledger
- Decreased receivables by 30% within 3 months
- Successfully renegotiated account payable terms with top 5 national accounts
- Intermediate MS Word 7 and PowerPoint 7 skills with advanced Excel 7 skills
- Experience presenting to Board of Directors
- Accurate alpha/numeric data entry in excess of 9,000 keystrokes per hour

Education:

Simon Fraser University
B.A. Arts, Psychology

Graduated 1999

ABC High School
Burnaby, BC

Graduated 1995

Employment History:

ACME Restoration, Burnaby, BC

January 2009-Present

Receptionist

- Responsible for busy switchboard of 23 inbound lines and 120 extensions
- Greet guests and act as initial point of contact for client inquiries
- Type general correspondence for office manager using MS Word 7
- Sign for couriers and distribute packages to appropriate department

ABC Company, Burnaby, BC

November 2008-January 2009

Accounts Payable Clerk

- Solely responsible for all company accounts payable
- Created new tracking sheet for payables which was approved by management
- Advanced use of Accpac until company switched to SAP

123 Inc., Burnaby, BC

June 2007–November 2008

Inside Sales Representative

- Met or exceeded monthly quota of \$24,000 in revenue
- Voted top sales representative for a total of 3 months
- Successfully upsold to 65% of all clients

Telephone Company

July 1999-June 2007

Accounting Clerk 1

- Responsible for Accounts Payable, Receivable up to and including the General Ledger
- Performed data entry of timesheets for payroll covering a 15 person office
- Successfully renegotiated account payable terms with top 5 national accounts

References available upon request