

JOHN DOE

Street Address, Town, State Zip code (USA)

Cell: (555) 123-4567 Email: fakemail@notmail.com

RELATED EXPERIENCE:

Accounts Payable – 2016

Construction Company Temp work

Responsible for verifying invoices from subcontractors, entering invoices into the ProfitTool computer program, and filing invoices. Calling subcontractors for missing invoices and documents needed to pay out subcontractors.

Executive Director of Finance – 2013 to 2014

Enactus (School Student Non-profit Organization)

Responsible for chapter's overall operational budget and oversight of five members dedicated to the financial team. Created and maintained budget worksheets for estimating project costs and balance sheets. Approved and/or denied estimates from financial team to determine targeted community and student outreach programs/projects for chapter participation. Managed dedicated expense account. Completed end of year reports. Attended Management Seminar in San Diego, California concentrating on talent strengths and weaknesses.

Assistant Manager/ Bookkeeper – 2011 to 2014

Housekeeping Company

Responsible for accounts receivables bookkeeping and collections from clientele. Provided event coordination support including catering and décor at customers' residences.

Vice-President of Special Events and Record Keeping - 2009 to 2012

Phi Theta Kappa Honor Board, 2-year College Honor Society

Responsible for special events oversight and team building programs for the Board including inductee annual ceremony. Recorded minutes of meetings and distributed to members.

Highlights:

2012 Relay for Life Napa Valley College fundraiser project co-coordinator requiring management of community outreach and regional collaboration with the non-profit organization resulting in 40 booth participants – 20 businesses and 20 college clubs – with an overall donation yield of \$49,459 .

EDUCATION:

California Private University

Graduation 2016 – Bachelor of Science in Accounting

OTHER EXPERIENCE AND SKILLS:

PRO-SHOP – 2015 to present

GOLF COURSE

Responsible for daily sales including counting and recording cash; opening and closing store; maintaining and counting inventory; Scheduling golf tee times; and reporting to supervisor.

COMPUTER SKILLS:

Software competence in Excel and Word; knowledgeable on QuickBooks; Internet; Google documents and emails. Hardware experience on PC and MAC.

References available upon request.