

SAMPLE STUDENT

Palatine, IL 60067

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ACCOUNTING CLERK

EDUCATION

Harper College, Palatine, IL
Associate in Applied Science, Accounting
GPA – 4.0 / 4.0

Anticipated Graduation May 20xx

Relevant Coursework

Financial Accounting
Payroll Accounting

Managerial Accounting
Business Law

Cost Accounting
Microeconomics

SKILLS

Microsoft Word, PowerPoint and Excel
QuickBooks

WORK EXPERIENCE

Bookman and Associates, Elmhurst, IL
Receptionist

August 20xx to Present

- Perform administrative support tasks including transcribing information and operating computers to work with pay records, 1099's, and financial documents
- Answer and screen calls, provide information, take messages and schedule appointments
- Greet persons to determine nature and purpose of visit, and direct them to specific destinations using strong communication and customer service skills
- File and maintain records and collect, sort, distribute, and prepare mail to meet deadlines
- Operate office machines including photocopiers, scanners and voice mail systems

ACTIVITIES

Harper College, Palatine, IL
Accounting Club
Treasurer

June 20xx to Present

- Create yearly budget for club and present budget to membership and advisors
- Handle all expenses, reimbursements and payment of invoices using QuickBooks