

AFTER

Randy Smith
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Arlington, Virginia 77772
(555) 555-5555

Seek an Accounting position utilizing an:

A.A.S. Degree in Accounting (August, 1997) combined with my
Office Assistant experience.

Paraprofessional Certificate in Accounting

1,040 hours - Full Cycle Accounting (3.0 average) including:

<u>Accounting I, II</u>	<u>Computer Applications</u>	<u>Business Math</u>
G/L, A/P, A/R	Quarterly Reports	Percents/Discounts
Financial Statements	Lotus, Excel, TurboTax	Prorating/Commissions
Depreciation	Word, WordPerfect	Bank Reconciliations
Financing	Automated Reports	Electronic Calculators
Debt & Equity	Billing/Invoicing	10-Key by Touch

Recordkeeping & Office Administration

Processing of Past Due Notices

Worked under the direction of the Assistant Librarian, processing daily past due notices.

- Verified grace periods, prepared tracking cards and late notices, maintained tickler system, followed up on 1st & 2nd due notices.
- Trained students in processing of notices (Baylor TC Library).

Office Assistant

Served as assistant for school with 50 faculty and 1,000 students.

- Sorted incoming mail and special notices for distribution to staff.
- Answered staff / student questions and directed to appropriate departments (Garland High School).

Front Office Reception

Handled 5 incoming lines with 40 extensions, transferring calls to the Principal, Assistant Principal and administrative staff.

- Took messages for instructional staff (Garland High School).

General Office / Filing

Worked under direction of the Credit Manager, filing credit reports alphabetically and numerically.

- Purged and boxed files as system became overloaded (Madison Park Greetings).

Read the 4th section in the before resume. Compare it to the 3rd section in the after resume.

- ① The before resume doesn't describe what Randy did at the library, greeting card company, or at his high school.
- ② Describing what Randy did in these 3 jobs that was accounting and office oriented is much stronger than not describing them.
- ③ Even though Randy is a recent high school graduate this resume doesn't look it. It pulls together the best of his education and combines it with his office experience.