

SECTION OF A CHRONOLOGICAL RÉSUMÉ

WILMA FLINTSTONE

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Letterhead

Accounting Clerk

Headline

Detail oriented accounting professional with extensive experience in AP/AR.

Professional Summary

HIGHLIGHTS OF QUALIFICATIONS

- Extensive accounting and administrative experience in fast paced environments
- Computer literate; in Microsoft Word, Excel, Access, QuickBooks
- Accurate with a keen attention to detail; keyboarding speed: 60 wpm
- Highly adaptable; data entry, order taking, reception and strong sales skills
- Effective interpersonal skills with a diverse population of customers and colleagues
- Excellent communication skills; bilingual, fluent in English and French
- Customer service focused, results and process-oriented, dedicated work ethic
- Outgoing, reliable, motivated, positive with an upbeat, professional personality

Highlights of Qualifications

WORK HISTORY

Accounting Clerk	Dinosaur Diner	March 2015 – Jan 2022
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- Processed Accounts Payable/Accounts Receivable (AR/AP) transactions accurately and in a timely manner by carefully matching invoices to receipts and checking all pricing in accordance with company policy
- Accurately prepared and entered 500 vendor invoices and 400 operating expense cheques monthly into QuickBooks, meeting deadlines consistently
- Prepared billings, accruals and statements of account as needed using QuickBooks ensuring fast turnaround times and maximizing productivity
- Minimized month end workflow by identifying and correcting discrepancies between invoices, reports and purchase orders on a weekly basis
- Applied working knowledge of software packages including Word and Excel

Administrative Assistant	Rockyroad Ltd.	June 2012 – February 2015
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- Assisted 3 branch managers with administrative duties which included screening, prioritizing and forwarding internal requests from 8 departments
- Increased department efficiency through implementation of new filing system to accommodate over 15,000 files; maintained filing in an ongoing and proficient manner
- Prioritized a diverse workload of office procedures with time sensitivity to achieve deadlines; applied strong computer software knowledge to expedite process

Customer Service Representative	Pebbles Photography	April 2008 – May 2012
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- Interacted with a diverse population, applied extensive product knowledge and provided advice in selection of products, which increased sales by over 40% in a 3 month period
- Resolved customer complaints in a time sensitive manner resulting in a mutually agreeable resolution and an increase in the number of repeat customers by 20%
- Greeted over 100 customers daily; set up, delivered trade show presentations for new products

Work History

EDUCATION AND TRAINING

Microsoft Office Applications	Academy of Learning	2018
Accounting Diploma	Bedrock School of Business	2015

Education and Training

VOLUNTEER WORK

Event Coordinator	Weekend to End Breast Cancer	2018
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Volunteer Work