

<b>Name</b>	<b>Tools for Transition Sample Resume</b>	<b>Phone</b>
<b>Address</b>		<b>e-mail</b>

**EXPERIENCED SENIOR ACCOUNTANT**  
**Manufacturer • Distributor • International**

Experienced with general accounting in small and mid-size firms. Excellent skills in analysis, reconciliations, reporting and accounting operations, including payroll.

Passionate worker who is enthusiastic, handles pressure, and manages multiple priorities with time-sensitive deadlines. Supports executive management and operating departments with accurate and timely financial information. Liaison to external auditors, vendors and banks.

**Accounting Operations**

Accounts Payable	Cash Flow Management
Accounts Receivable	Currency Exchange
Payroll / 401(k) / 1099	External Audit / GAAP
Fixed Assets	Internal Controls

**Period-End Close**

Journal Entries	Sales Tax Returns
General Ledger Reconciliations	Monthly, Quarterly & Annual Financial Statements

**Management Reporting / Financial Analysis**

Financial Statements	Variance Analysis
Department & Corporate Budgets	Scheduled and Ad Hoc Reporting

**PROFESSIONAL BACKGROUND**

*Confidential* 2002 – 2008  
 Designer, manufacturer and distributor of premium quality vintage sportswear.  
 Manufacturing plants in China, Pakistan, and Peru.

**Accountant**

*Confidential, Philippines* 1992 – 2001  
 Multinational pharmaceutical company engaged in import and distribution of reagents and drug testing products.

**Senior Accountant** (3 direct reports)

**Accounting Clerk**

**EDUCATION, PROFESSIONAL TRAINING and SOFTWARE**

Accounting: QuickBooks Pro, MAS200, Paychex  
 Microsoft: Word, Excel, PowerPoint

Becker CPA Exam Review Coursework, 2005

University of the East, Philippines  
 Bachelor of Science, Business Administration, *Accounting*  
 Fluent Tagalog