

## CLIENT NAME

Anywhere, Any town, USA ♦ (111) 111-1111 ♦ clientname@yahoo.com

### ACCOUNTING REPRESENTATIVE

*Seeking an Entry-Level position in the Accounting Field to harness organizational, educational and interpersonal skills to achieve business and financial objectives*

Dynamic, versatile candidate for an MBA with a concentration in Accounting, armed with the knowledge and tools needed to successfully venture into an ever-changing national and global marketplace. Posses the ability to learn and asses new trends and manage unexpected events.

- **Related Courses include:** Managerial Accounting, Accounting Information Systems, Organizational Research and Planning, Financial Accounting, Leadership and Organizational Behavior, Marketing Management and Financial Management.

### AREAS OF KNOWLEDGE

Generally Accepted Accounting Principles (GAAP) • Small Business Performance Evaluation  
International Financial Reporting Standards • Accounting Cycle Management  
Financial Reporting • Ratio Calculation • Market Assessment • Problem Solver • Profit & Loss  
Multi-Tasker • Detailed Oriented • Accounting & Bookkeeping

### EDUCATION

**Masters in Business Administration, Accounting,** (Currently in Progress)

**Bachelors in Business Administration, Accounting,** 2014

**Associate of Arts, Accounting**

STRAYER UNIVERSITY, CORAL SPRINGS, FL

#### *Other Education*

**Hemodialysis Technology,** Progressive Training Center, Pompano Beach, FL

**Medical Assistant,** Concorde Career College, Lauderdale Lakes, FL

### PROFESSIONAL EXPERIENCE

#### DAVITA

**Patient Care Technician,** 2008-2010

- Rendered a high degree of customer service and customer satisfaction by meeting and greeting patients and thoroughly preparing them for their treatments.
- Ensured proper calibration of dialysis machine in preparation for patient treatment.
- Delivered top quality patient care by verifying patient dialyzers, taking patient vital signs, and monitor patient progress during treatment.

#### QUEST DIAGNOSTICS

**Reprehensive Phlebotomy Service I,** 2003-2007

- Achieved outstanding successes performing customer service and receptionist duties.
- Administered the following duties with a high degree of professionalism: Appointment scheduling, CPT/IDC9 Coding, insurance, data entry, filing, venipuncture, vital signs, handling and collecting specimens, inventory and ordering of supplies, and work area maintenance.

#### UNIVERSITY HOSPITAL

**Phlebotomy,** 1997-2002

- Managed general duties including: Collecting and handling specimens, venipuncture, data entry, vital signs, drug screening, inventory and ordering.