

Linda O. Citadel

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EDUCATION

Master of Business Administration (Accounting Concentration)

The Citadel, The Military College of South Carolina; May 2007

Current GPA: _____

Master's Degree in Mathematics

The XYZ State University, City, Country; July 1992

Related Coursework:

Management Information Systems	Macroeconomic Principles
Data Management for Accountants	Financial Accounting
Principles of Finance I and II	Managerial Accounting
Probability and Statistics	Organizational Theory
	Federal Income Taxes

WORK EXPERIENCE

August 2006 – Present

Accounting Manager

Hotel –Guides, LLC, City, ST

- Processing of fund administration information
- Managing all aspects of company accounting
- Bookkeeping for multiple companies
- Weekly P&L, and monthly closings

October 2005 – July 2006

Accountant Manager

Barter Brokers International, City, ST

- Day-to-day responsibility for client relationships and work review
- Data reconciliation, reporting, and financial statements
- Inventory experience
- Preparation of monthly company's newsletter and daily advertisings

March 2004 – October 2005

Graduate Assistant at *The Citadel*

Mathematics /Accounting Tutor

- Worked with undergraduate students on strategies to increase academic standing
- Monitor cadets in the successful completion of their academic programs
- Tutored undergraduate students in accounting and in Mathematics

June 2000 – January 2004

Purchasing/Accounting Manager of electronic components

Belelectron Ltd, City, Country (Telecom-Zapad Ltd, Moscow)

Wholesale distributor of electronic components in Russia

- Purchased of components from suppliers and manufactures in the USA and China
- Established vendors' qualification lists, pricing, and lead times
- Filed accounts payable, reports, and other financial documents
- Managed vendor's accounts and an inventory
- Performed market research and development

September 1995- May 2000

Office Manager

VestBelOil Ltd, City, Country

- Managed various correspondences, including company's confidential information
- Administrated duties of the front desk receptionist (multiple lines switch board operation, order supplies, mail and fax)
- Performed bookkeeping responsibilities

SKILLS

Software: Microsoft Word, Excel, Access, Power Point, Outlook, Publisher

Academic Portfolio and References: Available Upon Request