

John Smith
1234 Hire Me Lane
Seattle, WA
206.555.7789
jsmith@hireme.com

Education:

New York University – Bachelor of Science, Accounting and Finance **1994**

- Graduated Sum Cum Laude
- Worked part time in Accounts Payable Department to finance my education

Professional Work History:

WorkFun, Inc., Redmond, WA

Controller

June 2001 – Present

WorkFun – a leading manufacturer in the gaming industry. Sells toys nationally and internationally. Has been recognized the past five years for leading technology.

- Reduced costs by 25% by streamlining month end reporting process and reorganizing Accounts Payable department
- Implemented MRP System from scratch
- Consolidated monthly financial statements for 5 subsidiary offices
- Supervised Accounts Payable department of 6 people

ThinkRich, Inc., Bellevue, WA

Accounting Manager

January 1997 – May 2001

ThinkRich – a \$500M food manufacturer and distributor in the Northwest. Main customers include large retail food chains and specialty restaurants

- Established credit and collections procedures
- Reduced annual write-offs from \$1.6M to \$100k
- Directed accounting and preparation of financial reports
- Supervised 5 people within accounting department

LotsOfTime.com, Seattle, WA

Accountant

February 1994 – December 1996

LotsOfTime – a \$30M local manufacturer of office chairs and mouse pads.

- Implemented eBilling Functionality
- Promoted to senior accountant within 6 months
- Responsible for accounting, budgeting and operations analysis
- Improved total company profits by initiating a plan to supply chairs and mouse pads to not only companies but stay at home moms

Certifications:

Certified Public Accountant (CPA), 1995 WA

Software Skills:

MS Access and Excel, PeopleSoft, AccPac, Hyperion, Novell