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SKILLS

- Accounting Principles
- Financial Statement Prep
- Microsoft Excel
- Auditing
- Data Analysis

LANGUAGES

- English: Advanced
- Spanish: Proficient
- French: Intermediate

OLIVIA WILSON

ACCOUNTANT

Skilled and experienced accountant with a proven track record of success in the financial services industry. Expertise in all aspects of accounting, including financial statement preparation, auditing, and taxation. Strong analytical and problem-solving skills.

WORK EXPERIENCE

Accountant

ABC Company | City | Jan 2022 – Dec 2023

Provided accurate financial analysis and reporting for informed decision-making. Managed full-cycle accounting processes, including accounts payable/receivable, general ledger entries, and bank reconciliations.

Junior Accountant

XYZ Company | City | Jan 2021 – Dec 2021

Collaborated with colleagues to improve documentation and streamline month-end procedures, resulting in enhanced efficiency and accuracy.

EDUCATION

Bachelor's Degree in BBA

XYZ University | City | Jan 2018 – Dec 2021

Diploma in Accounting & Finance

ABC Institute | City | Jan 2017 – Dec 2017

Diploma in Microsoft Excel

XYZ Institute | City | July 2016 – Dec 2016

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Nurse Sarah



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Top Notch Executive Resumes Katharine Hansen, 2008-07-15 Branded resumes that illuminate the candidate s unique value proposition and ROI are a must in today s quest for the executive suite Top Notch Executive Resumes not only explains how to integrate branding into career marketing communication but also how to craft resumes that address your fit with the organization s mission and meet an employer s specific business needs Hansen instructs high level professionals in framing past accomplishments so that the employer can visualize the executive s strategic vision and industry insights as well as what he or she can contribute Highlights of the book include A huge collection of resume samples in cutting edge formats organized by profession for easy navigability Examples of a wide variety of complementary documents including leadership profiles and executive bios that top level professionals need to round out their executive portfolios Special additional features including the preferences and peeves of hiring decision makers guidelines for working with recruiters frequently asked questions and case studies detailing complete job search marketing campaigns Let Top Notch Executive Resumes get you into that corner office

How To Excel At Fire Department Promotional Exams Steve Prziborowski, 2013-10 Getting promoted in the fire service is not an easy process Many people have that desire to promote but for whatever reason cannot put the pieces together to make it a reality Over the 20 plus years I have been in the fire service I have had the opportunity to be on both sides of the promotional process as a candidate and as a rater and proctor This book will assist fire department personnel specifically prepare for their next promotional exam Promotional candidates will be exposed to and offered key points for the most common tasks and events within a fire department promotional process including but not limited to promotional preparation completing the application resume preparation the written exam the oral interview the personnel problem the oral presentation and the emergency simulation

Networking Works WetFeet (Firm), WetFeet, 2008

Billboard , 1971-12-11 In its 114th year Billboard remains the world s premier weekly music

publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends

The Official America Online for Windows Tour Guide, Version 1 Tom Lichty,1993 **New York Magazine** ,1992-04-13
New York magazine was born in 1968 after a run as an insert of the New York Herald Tribune and quickly made a place for itself as the trusted resource for readers across the country With award winning writing and photography covering everything from politics and food to theater and fashion the magazine s consistent mission has been to reflect back to its audience the energy and excitement of the city itself while celebrating New York as both a place and an idea The Living Church ,1998 **The Law Relating to the Sale of Goods and Commercial Agency** Robert Campbell,1891 *Exploring Microsoft Office Word 2003 Comprehensive- Adhesive Bound* Robert T. Grauer,Maryann M. Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives **The General Principles of the American Law of the Sale of Goods** Reuben Moore Benjamin,1896 **Problem Solving and Programming Concepts** Maureen Sprankle,1998
Problem Solving and Programming Concepts Fourth Edition is one of the few books that successfully teaches problem solving and is not language specific Readers find that learning is enhanced by the step by step progression of topics and in depth coverage Detailed explanations and examples vividly present and reinforce math functions control breaks arrays pointers file updates and report handling The essential tools of problem solving structure charts IPO charts algorithms and flowcharts are extensively used New to this edition is coverage of the object oriented approach **Guide to Internet Job Searching 2004-2005** Margaret Riley Dikel,Margaret F. Dikel,Frances E. Roehm,2004 A guide to using the Internet in job searches that provides information on how to target the most interesting jobs in the most promising companies and apply for those jobs with confidence online or on paper **Missouri Jobbank (3rd Ed.)** Steven Graber,2002-10-01 Full company name address and phone number Contacts for professional hiring Description of company s products or services Listings of professional positions commonly filled Educational backgrounds sought Fringe benefits Internships offered And more Each JobBank also includes Sections on job search techniques Information on executive search firms and placement agencies Web sites for job hunters Professional associations And more **Teach Writing to Older Readers Using Picture Books** Jane Heitman,Jane Heitman Healy,2005 Presents more than one hundred standards based lessons for fifth to ninth graders that use picture books to teach about literary elements including characters setting plot theme and style Graduating Engineer ,1985
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Print , 1996-05 **Expert Résumés for Managers and Executives** Wendy S. Enelow, Louise Kursmark, 2007 This collection of resumes is aimed at people at all levels of management from front line supervisors to top level executives In addition to hundreds of pages of sample resumes the authors present sound resume writing advice including how to create and use an electronic resume The appendix includes Internet resources for an effective online job search New for the second edition is a section of cover letter samples and writing advice

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