



## CONTACT

### Email:

olivia.wilson@gmail.com

### Phone:

+987 654 321

### Address:

Street, city – state

### LinkedIn:

LinkedIn/in/olivia-wilson

## 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

# Resume Template This Month Tutorial

**Shasha Hu**

## **Resume Template This Month Tutorial:**

Microsoft Works 3.0, DOS Version William Robert Pasewark, William R. Pasewark, 1995 This represents a significant triumph of the leading integrated software program While continuing with its standard setting use of pull down menus Works 3.0 now enables you to use the same commands for word processing graphics spreadsheet database and telecommunications

Microsoft Word for Windows Heather Milette Duggan, Peter Norton, 1996 *The National Guard Guide to Paying for Your College Education*, 2007 *The Longman Guide to Writing Center Theory and Practice* Robert W. Barnett, Jacob S.

Blumner, 2008 The Longman Guide to Writing Center Theory and Practice offers in unparalleled breadth and depth the major scholarship on writing centers This up to date resource for students instructors and scholars anthologizes essays on all major areas of interest to writing center theorists and practitioners Seven sections provide a comprehensive view of writing centers history progress theorizing the writing center defining the writing center's place writing across the curriculum the practice of tutoring cultural issues and technology

**The CPA Journal**, 2007 *Proceedings of the Blended Learning in Science, Teaching and Learning Symposium*, 2005 Presents proceedings of the annual Uniserve Conference The papers contained in this book include topics as teaching science online tutorial benefits of online assignments blended learning and other related issues in relation to teaching science at a university level

Comprehensive DOS 5.0/6.0/6.2 with Windows 3.1 Harry L. Phillips, 1994 Part of our New Perspectives Series this text offers a case oriented problem solving approach for learning DOS 5.0 6.0 6.2 and Windows 3.1 This Comprehensive text provides a thorough technical introduction to DOS along with concise coverage of Windows 3.1 and File Manager

Learn HTML in a Weekend Steven E. Callihan, 1998 The fourth edition of this popular book The third edition ISBN 0761526943 has had a strong history since it was published in October of 2000 This new edition includes information on using graphics tools such as Paint Shop Pro Photoshop Fireworks and Mapedit as well as updated tutorials with new real world examples The most significant updates should be to the tables forms and graphics tutorials All tutorials will be standards based and feature designing valid HTML 4.01 Web pages

*Building the Looking-Glass Resume* Larry Goldsmith, 2014-01-10 Building the Looking Glass Resume is a resume solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazole Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents Building the Looking Glass Resume is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult resume concerns questions and technical issues

**Journal of Career Planning & Employment**, 1990 **Intro Dos 5/6/6. 2 Wind 3. 1** Phillips H L Staff, 1994-03 This introductory text builds the basic computer management skills required of today's Information Systems professionals A useful tool for drawing comparisons between these two very different operating systems

Free Stuff from America Online Luanne S. O'Loughlin, Luanne O'Loughlin, 1994-11 Written for users around the world

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**Career Planning Today** C. Randall Powell,1990 **Peter Norton's Introduction to Computers** Peter Norton,1997-10 *American Bookseller* ,1991 Software Digest Ratings Report ,1988 **Electronic Resumes & Online Networking** Rebecca Smith,1999 Smith shows how to use the Internet to conduct a better job search in this complete up to date resource guide that reveals where the jobs are how to make resumes available around the clock and how to inform the right people about one s job skills

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