**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](file:///D:/Resuumes%202019/www.linkedin.com/in/samplestudent)

**ACCOUNTANT**

Extensive experience in accounting and performing financial functions including analysis, auditing, budgeting, cash applications, financial reporting, general ledger and accounts payable and receivable.

Collaborative with strong leadership background working with diverse teams of professionals and clients. Utilize excellent critical thinking and problem solving skills to provide unique solutions to difficult problems.

**PROFESSIONAL EXPERIENCE**

Service Tool International, Inc., Chicago, IL

**Staff Accountant**  June 20xx to Present

* Coordinate month-end closings and prepare financial reports for managers and bankers with accuracy and on time delivery
* Process daily cash applications and wire disbursements with efficienty to meet deadlines
* Assist external auditors with year-end audit schedules and special reports
* Handle special projects that require research and resolve unusual issues with

Accounts Payable and Receivable departments

Motor Coach Industries, Inc., Palatine, IL

**Junior Accountant** September 20xx to June 20xx

* Managed Canadian subsidiary service parts accounting functions
* Assisted in the smooth transition of Canadian accounting functions to U.S. office
* Expedited monthly tax-reporting requirements to Canadian government
* Prepared weekly sales forecasts to management

Cendant Mobility, Hoffman Estates, IL

**Assistant Relocation Accountant**  August 20xx to September 20xx

* Audited expense reports of Fortune 500 clients for compliance with corporate policies
* Generated monthly domestic and international relocation payrolls
* Calculated home sale bonuses and area cost adjustments
* Compiled year-end tax reports for over 1,400 transferees
* Assisted in smooth transition of clients to corporate office

**SKILLS**

QuickBooks

Microsoft Office: Word, PowerPoint, Excel and Outlook

**EDUCATION**

Harper College, Palatine, IL

Associate in Applied Science, Accounting December 20xx

Northern Illinois University, DeKalb, IL August 20xx to May 20xx

General Education Coursework