**YOUR NAME**

Address, City, ST ZIP Code | Telephone | Email

A knowledgeable account specialist who can keep the record of money after receiving it. A Very skilled person who is adept at using a computer to solve account related problems and can even work on a complex computer system. A Very talented person who can prepare accurate and error-free aging reports from auditing receivables. Specialist in many account-related tasks.

**EDUCATION**

[Elm University, Chapel Hill, NC]

[Ph.D. in English] [Pick the Year]

[Dissertation: “The Cross-Cultural Communication Epidemic of the 21st Century”]

[Honors: Dissertation passed “with Distinction”]

[Elm University, Chapel Hill, NC]

[M.A. in English] [Pick the Year]

[Thesis: “The Accessibility Debate of Content in the Online Context”]

[Oak Tree University, Raleigh, NC]

[B.A. Honors in English] [Pick the Year]

[Areas of Concentration: Journalism, Proposal Writing]

[Minor: French]

[Honors Thesis: “The Female Betrayed and Modern Media”]

AWARDS

[Postdoctoral Fellowship, Elm University] [Start Date] – [End Date]

[President’s Fellowship*, Oak Tree University*] [Start Date] – [End Date]

[Excellence Grant, *Oak Tree University*] [Start Date] – [End Date]

|  |  |
| --- | --- |
| SKILLS/CORE COMPETENCIES | Great knowledge of using the computer system and very knowledgeable in a computer network.  Keenly observe everything in Accounting for details.  Adept at solving problems and analysing them.  Vast experience of supervision and managing account department.  Passionate and always driven towards the targets to achieve them.  An active person who can deliver the task before the deadline.  Capable enough to perform other duties of account department.  Best written and verbal communication skills and very friendly towards the customers of the company. |

experience

[Type the job title] | [Type the company name]

[Type the start date] - [Type the end date]

I am given the duty to maintain all active account files related to account receivables.  
I supported IT specialist working in my firm in developing an expert archive system that can handle and manage account receivables.  
I work in an accounting department of the company to see the impact of account receivables on the company’s customer’s relations.  
I also keep the record of all the receivable invoices, and I am responsible for making an aging report.  
I compile financial reports and try to provide best services to customers.

PUBLICATIONS AND PAPERS

[“The Cross-Cultural Communication Epidemic of the 21st Century”]

[Guest speaker at the Global Communication Convention, *Los Angeles, CA*] [Pick the Year]

[“Why So Many Documents Remain Inaccessible in the Information Age”]

[Paper presented at the Annual Meeting of English Professors*, New York, NY*] [Pick the Year]

[“The Female Betrayed and Modern Media”]

[Paper presented to the Historical Society for American Women, *Athens, Ohio*] [Pick the Year]

LANGUAGES

[English – native language]

[French – speak fluently and read/write with high proficiency]

[Spanish and Italian – speak, read, and write with basic competence]

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| --- | --- | --- |
| References |  | [Reference Name] [Title, Company]  [Contact Information] [Reference Name] [Title, Company]  [Contact Information] |