YOUR NAME

[Street Address], [City, ST ZIP Code] | [Phone] | [E-Mail]

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]

**EXPERIENCE**

Account receivable specialist:

ABC Corporation from October 2009- Present

* 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.

**Account payable clerk:**

XYZ Corporation from February 2007-2009

* I initiated the management program that helped the whole company in time management.
* I also managed monthly, quarterly and yearly account receivables of the company.

[Collaborated on curriculum and exam development, met with students upon request, and graded all written work, including final exam papers.]

**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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