

Chronological Resume Format

Katherine Copper, CPA

1234 Bentley Avenue
San Diego, CA 95102

Professional Objective: CPA position in a public accounting firm.

SKILLS SUMMARY:

- Auditing, payroll and corporate tax preparation experience.
- Passed all four parts of the CPA exam first attempt.
- Team player; work well under pressure and meeting tight deadlines.
- Professional; loyal; efficient with strong attention to detail.
- Managed retail store account, turned a \$10,000 loss into a \$3,000 net profit.

WORK EXPERIENCE:

Junior Accountant

William Baines, CPA – La Mesa, CA (1988 to Present)

Auditing

Conducted a review of lending institution's records:

- Selected random sample of transactions.
- Conducted compliance testing drafted final report for the client.

Accounting & Taxes

- Prepared quarterly payroll and sales taxes for over 30 individuals.
- Filed corporate taxes for three corporations.
- Reconciled bank statements to clients' books.
- Reconstructed accounting records from clients' checks and cash receipts.
- Searched out-of-state tax codes relevant to client's income tax.

Computer Skills

- Posted clients' journals to computer and created general ledgers.
- Generated financial statements and accountant compilation and review notes.
- Worked with Macintosh and Windows operating systems.

Manager

Seaside Art Supplies, Pacific Beach, CA, (1983 – 1989)

- Managed art supply business.
- Increasing company profits by 30% with investment/cost reduction strategies.
- Prepared company tax returns.

EDUCATION

B.S. - Business Administration, accounting emphasis (1986)
San Diego State University, San Diego