

Functional Resume Format

Tony Carpenter
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Junior Accountant SUMMARY

- Continuous studies toward goal of attaining Business/Accounting degree; courses completed:
Financial Accounting, Managerial Accounting, Business Law: Legal Environments/Bus
- Skilled in using QuickBooks for Windows and handling accounts payable/receivable
- Experience in handling computerized payroll, balancing daily transactions and bank reconciliation
- Resourceful in problem solving; learn quickly
- Excellent rapport with customers, co-workers, and business associates
- Maintain 3.9 GPA in college course work

EDUCATION

Candidate for A.S. Degree in Business Management – Grossmont College, May 2005

PROFESSIONAL EXPERIENCE

BOOKKEEPING & ACCOUNTING

Responsible for bookkeeping encompassing six store locations
Prepared monthly financial statements and bank reconciliations
Balanced daily transactions and verified that job costs were properly charged
Deposited daily receipts; processed accounts payable/receivable

OFFICE COORDINATION/ MANAGEMENT

Authorized vendor payments
Organized and supervised large-scale project mailings
Tracked daily project sales to determine profit, loss and goal attainment
Analyzed sales data and wrote reports; recommendations resulted in 30% savings for organization
Resolved customer complaints and personnel issues

CUSTOMER SERVICE

Assisted customers with financial transactions
Input transactions into computer
Maintained excellent rapport with customers, co-workers and business associates
Participated in company sponsored volunteer activities

EMPLOYMENT HISTORY

2000 -present	Office Mgr/Bookkeeper	Joe's Deli & Bakery, Lemon Grove, CA
1998 -2000	Teller	First Trust Bank, San Diego, CA

HONORS AND AWARDS

1997	Eagle Scout Award, Boy Scouts of America
1998	San Diego Chess Club Champion