

ALAN O. ACCOUNTANT

97 General Ledger Street
Boston, MA 02100
(617) 000-0000

EDUCATION:

YEL COLLEGE • Boston, MA
Certificate in Accountancy (in progress, 4 courses completed)

TKJ COMMUNITY COLLEGE • Boston, MA
A.S. in Business Administration with Honors • June, 1985.

EDF STATE COLLEGE • Boston, MA
B.A. in Art (Major: Fine Art, Minor: English) • May, 1982.

EMPLOYMENT HISTORY:

7/87 - present	RUF EQUIPMENT COMPANY LPO RENTALS WQI OF NEW ENGLAND Assistant Controller - For company that sells, services, and rents construction equipment. Responsibilities include collection work, payroll, note and depreciation schedules, and intercompany accounting. Maintain general ledgers on IBM Systems 36. Reconcile accounts and bank statements and prepare sales and payroll taxes.	Boston, MA
3/86 - 7/87	O.K. SMITH COMPANY Accounting Manager - For small manufacturing firm. Duties included general ledger, trial balance, and preparation of financial reports including balance sheet and income statement. Maintained depreciation and fixed asset schedules. Processed payroll from time cards to payroll tax reports. Assisted and supervised accounting clerk with accounts payable and accounts receivable work.	Boston, MA
7/84 - 3/86	HGJ INDUSTRIES CORPORATION Bookkeeper - Reported directly to the Controller of medium-size electronics firm. Responsible for accounts payable, accounts receivable, journal entries, trial balance, and general ledger work processed on a computerized system. Calculated employee time cards and prepared payroll data. Processed labor and material for open cost book and prepared work in process summary.	Boston, MA
9/82 - 7/84	CHM PUBLICATIONS INCORPORATED Assistant Bookkeeper - Various clerical functions including computerized accounts receivable work. Responsible for bulk mailing and custom circulation of construction directory guide. Assisted in organization and implementation of annual trade show.	Boston, MA

INTERESTS:

Art, travel, history, books, and music. Enjoy collecting and restoring antique furniture.

PERSONAL REFERENCES:

Available upon request.