

**ARLENE M. ACCOUNTANT**

80 Audit Road  
Boston, MA 02100  
617/ 000-0000

**EMPLOYMENT:**

**Junior Accountant**

A&L, P.C.  
Boston, MA

1987 to 1988

Compile and review financial statements for small-to-medium business clients. Perform bank reconciliations, compute federal corporate taxes and individual taxes, and implement computerized accounting systems for clients. Train in-house staff on computerized system and assist them with client information. Maintain confidential client information; interact with clients in person and via telephone.

**Administrative Assistant**

ORC TEMPS INC.  
Boston, MA

1981 to 1987

Provide administrative support to this recruitment firm specializing in technical software professionals. Calculate and disburse payroll checks, maintain up-to-date records, train support staff, and interact with applicants in person and via telephone.

**COMPUTER SKILLS:**

**Hardware:** HP 150, Prime, Apple, Vectra

**Software:** Accounting Plus, Pre-Audit, Lotus 1-2-3, Volkswriter, Financial Reporting, Micro Tax

**EDUCATION:**

**Bachelor of Science in Accountancy**

YLE COLLEGE  
Boston, MA

December, 1986

Computer Applications in Business, Accounting Information Systems, Business Law, Management, Marketing, Consumer Law, Cost Accounting,

Accounting Society  
Campus Activities Board

**Associate of Science in Business Administration**

UYG COMMUNITY COLLEGE  
Boston, MA

1984

GRADUATED WITH HONORS

SILVER KEY AWARD for excellence in academics and extra-curricular participation

EX-OFFICIO SENATOR of Student Government

Student Advisory Committee - selected by Dean of Students

Evaluation Committee - only student appointed by Dean of Students

Chairperson of Student Activities - selected by President of Student Government