

## Bookkeeper

**DANIEL HAVERMAN**  
863 GLENSIDE ROAD  
CAMDEN, NEW JERSEY 09876

### **FULL-CHARGE BOOKKEEPER**

**EXPERIENCE:** **Talcott Curtain Company**, Philadelphia  
May 1992-present  
Handle complete set of books, cash disbursement, cash receipts, sales register, general ledger postings, and summarizations. Supervise two assistant bookkeepers in the operation of Lotus 1-2-3. Company moving to New York City in September.

June 1988-May 1992  
**Camden Food Industries**, Camden  
Handled cash reconciliation, bank reconciliations, subledgers, and general ledger postings. Started with company as an assistant, and then promoted to full charge.

**EDUCATION:** **Philadelphia College of Business**  
Evenings  
June 1989-diploma.  
June 1991  
Thorough training in accounting and bookkeeping leading to Program included:  
**Accounting 1** – Foundations  
**Accounting 2** – Proprietorships  
**Accounting 3** – Partnerships  
**Accounting 4** – Corporations  
**Accounting 5** – Computers  
**Accounting 6** – Taxes  
**Accounting 7** – Payrolls

1984-1988  
**Camden Commercial High School**  
Commercial diploma. Courses covered bookkeeping, typing, office practice, commercial arithmetic, correspondence, and introduction to computers.

**REFERENCES:** References will be provided on request.