



Sample Functional Resume

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SUMMARY:

CPA with seven years of experience in financial management reporting, including two years of public accounting and three years of cost accounting. Emphasis on the food service industry. Extensive project development and management experience. Familiar with network accounting systems; proficient in dBASE, Paradox and other accounting software packages.

EXPERIENCE:

General Accounting: Have experience in ensuring control over financial issues as they relate to corporate mission. Have prepared operational budgets in excess of \$20 million and have played a key role in reorganizing the reporting structure within divisions, providing enhanced analysis and control. Profits in one division increased 15 percent in first year.

Cost Accounting: More than three years of experience maintaining cost accounting on division level. Proven experience in developing cost standards and variance analyses for companies with regional operations. Assisted with coding and pricing of manufacturing and marketing procedures.

Management and Training Skills: Have designed and implemented managerial accounting seminars designed to improve fiscal responsibility of all division managers by reviewing and teaching techniques to maximize revenue and minimize expenses. These seminars, on average, cut accounting costs 13 percent over a two-year period. Developed capital budget monitoring system for justifications and expenditures to ensure most beneficial use of capital funds.

EDUCATION:

Monroe College
Bachelor of Business Administration in Accounting

Bronx, New York

CERTIFICATES AND ASSOCIATIONS:

Certified Public Accountant in New York

Advanced Member of Financial Specialists of America