

CHRONOLOGICAL RESUME

PAT SMITH

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OBJECTIVE To obtain a position in the field of Accounting

EDUCATION

9/04 – Present

LaGuardia Community College
Long Island City, New York

Major: Accounting

Working toward an Associate in Applied Science degree

EXPERIENCE

4/04 – Present

ABC Bank of America,
New York, New York

Accounting Clerk

- Aide in preparation of profit and loss statements
- Train new employees in accounting software programs
- Balance bank accounts for clients
- Report directly to managing partner

2/02 – 3/04

Brown & Smith, LLP
New York, New York

Accounts Payable Clerk

- Posted account payable invoices for payment
- Heavy phone contact with customers
- Organized and maintained filing system

1/00 – 1/02

Steins Family Clothing Store
Astoria, New York

Cashier

- Operated the cash register
- Handled all financial transactions
- Calculated sales purchased

SKILLS

Microsoft Word, Excel, Access, PowerPoint and Lotus, WordPerfect,
Windows 95/98

Excellent communication and interpersonal skills

Outstanding customer service skills

LANGUAGE

Fluent in Spanish

REFERENCES

Available upon request