

# MASON NOBLE

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San Luis Obispo, CA 12345

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## ACCOUNTING CANDIDATE

HONORS GRADUATE WITH A BACHELOR'S DEGREE IN ACCOUNTING WITH MINORS IN FINANCE & MARKETING  
INTERNATIONAL EXPERIENCE | MULTILINGUAL | DETAIL-MINDED | HIGHLY ORGANIZED

Service-oriented and dependable professional attuned to meeting high expectations of service delivery, responsiveness, accuracy, and attention to detail. Received honors at each institution attended while working toward degree in accounting, graduating cum laude with a 3.7 grade point average. Skillfully apply mathematical and financial analysis to decode complex accounting problems, demonstrating proficiency in cost accounting, corporate finance, auditing, cost management, taxation, and day-to-day bookkeeping and administrative support. Fluent in English and Italian with conversational understanding of Spanish.

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### TRAINED IN...

- Cost Accounting
- Corporate Finance
- Payables & Receivables
- Customer Communications
- Auditing
- Cost Management
- Research & Analysis
- Recordkeeping & Reporting
- Business Law
- Federal Taxation
- Information Systems
- Spreadsheets & Databases

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### ACADEMIC BACKGROUND

**Bachelor of Science in Accounting, Minors in Financing and Marketing, Cum Laude**  
Cal State University, Los Angeles, CA

**Technical Accounting Degree**  
International Institute, Florence, Italy

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### HIGHLIGHTS OF EXPERIENCE

**Financial & Transaction Management:** Processed payables, receivables, and invoices, providing accounting support as a member of a dedicated corporate administrative teams. Held accountability for managing cash transactions in a fast-paced retail environment, balancing drawers at the end of the day, and closing and securing the building and its assets.

**Administrative Support:** Supported high-volume office environments by stepping up to handle customer service, administrative, and customer service functions. Fielded incoming customer calls, prepared invoices, processed billings and receipts, and posted disbursements to ensure up-to-date and accurate recordkeeping.

**Leadership & Service Orientation:** Recognized as 'Employee of the Month' on several occasions, during time with [Company Name], due to consistent quality, service orientation, and dedication to achieving key performance metrics.

**Customer Service Excellence:** Executed customer service functions flawlessly, ensuring customers were served expeditiously and with accurate transactions.

**Training & Development:** Trained new-hires as a critical part of the onboarding process, working with individuals to assess their strengths, identify opportunities for development, and impress the importance of procedural compliance.

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### EMPLOYMENT HISTORY

National Chain, San Luis Obispo, CA  
**Shift Manager** (2012-2013)

Restaurant, Florence, Italy  
**Clerk** (2009-2010)

National Retailer, San Luis Obispo, CA  
**Order Filler** (2011-2012)

Private Business, Florence, Italy  
**Administrative Assistant** (2007-2008)

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