

Resumagic.com Sample Resume: Accountant / Systems Analyst

Judy Jobseeker

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Qualifications Summary

- Four years experience supporting and troubleshooting accounting applications software
- Eleven years experience in accounting and auditing
- Proven technical expertise in database administration, programming, troubleshooting in a networked environment, report writing and strong ability to learn new technologies
- Advanced user of financial, statistical, spreadsheet, and word processing programs; strong knowledge of Crystal Reports

Professional Experience

NAME OF COMPANY, City, ST 10/2000 to Present
Systems Analyst, SQL Database Administrator, Custom Report Writer

Administration, maintenance, report writing and ongoing support of SQL servers. Recent accomplishments --

- Created complex industry standard queries that integrated databases in the USA, Germany, Sweden, Brazil and China, despite the language barriers and the high degree of customization in structure among the various databases
- Automated manual procedures by (1) creating an ad-hoc report that enabled controller to compare sales dollars to general ledger detail in real time; and (2) creating seven customized accounts receivable aging solutions that enabled collections manager to assemble data in 10 minutes (previously took 3 or 4 days to perform manually)
- Eliminated redundant data entry and report errors by creating a program that automatically combined the financial, production and sales data into one report
- Created a system of SQL Server DTS packages and stored procedures that enabled corporate metrics reports to be updated in real time (process previously took 15 to 60 minutes to complete)
- Implemented and supported data integration from parent company's database (Oracle) through Symbiator, including mapping and setting up triggers to enable data transfer to local SQL Server
- Created, monitored, and tested full procedures for backup and recovery of six SQL servers

NAME OF COMPANY, City, ST 05/1999 to 10/2000
Accounting Software Support and Implementation Consultant

Provided technical support for accounting software (MAS 90 and Business Works), and consulted with clients on software solutions (demonstrations, installation and set-up, on-site training; troubleshooting)

- Provided troubleshooting support to diverse clients on accounting applications
- Helped develop training curriculum and trained end-users on use of software applications

NAME OF COMPANY, City, ST 05/1990 to 05/1999
Accounting Manager / Assistant Controller

Maintained general ledger, oversaw A/P, A/R, cash receipts, fixed assets, inventory and job costing; prepared financial statements. Highlights --

- Supervised and managed a staff of five people
- Led team that converted manual accounting system to automated system (MAS 90); set-up and defined parameters for general ledger, accounts receivable, accounts payable, inventory, bank reconciliation, job cost and magnetic media modules
- Developed customized commission reporting utilizing MAS 90 Report Master and Microsoft Access

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Page 2

NAME OF COMPANY, City, ST

02/1989 to 05/1990

Auditor

- Planned and conducted audits of contractors' accounting systems and internal controls to determine compliance with applicable laws and regulations
- Wrote audit reports to document findings and recommendations

NAME OF COMPANY, City, ST

09/1981 to 01/1989

Pharmacy Technician

- Provided customer service, stocked and ordered medications; and analyzed and reconciled daily business summaries

Education

B.A., **Business Administration** (Accounting major)
NAME OF UNIVERSITY, City, ST

1989

Technical Skills

Software: Crystal Reports, Enterprise Manager, Query Analyzer, MAS 90, MAS 200, Baan, Business Works, MS Word, MS Excel, Outlook, Quicken, QuickBooks, QuickBooksPro, Symbiator, Peachtree, Bluebird, EZ-SQL

Operating systems: Windows NT, Windows 98, Windows 2000, Windows XP

Databases and Languages: SQL Server 7.0 and 2000, T/SQL