
ACCOUNTING ADMINISTRATIVE ASSISTANT RESUME

Objective:

Seeking a position as Accounting Administrative Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Huge experience in clerical accounting and bookkeeping
- Familiarity with organizational practices, records management, and general administration
- Excellent organizational skills
- Proficiency in using computers, scanners, telephone systems, typewriters, calculators and copiers
- Ability to manage a high volume multi line phone system

Work Experience:

Accounting Administrative Assistant
Paragon Communications, Louisville, KY
August 2005 to till date

- Retrieved & responded to customer inquiries.
- Performed Reception desk duties and Data Entry daily as needed.
- Reconciled and removed Freight and Pricing disputes.

Accounting Administrative Assistant
HLP Solutions, Louisville, KY
May 2000 to July 2005

- Accomplished Draft of financial reports.
- Maintained Inventory and employee timesheets.
- Prepared travel arrangements.
- Coordinated preparation of final drafts.
- Performed other related clerical duties upon request.

Education:

Bachelor's Degree in Accounting
George Washington University, Washington, DC

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