

RESUME SAMPLE FOR AN HOURLY POSITION

Objective:

Accounting Associate or Accounting Clerk for the public sector of municipalities.

Education:

Juneau College, Juneau, AK
Bachelor of Science in Accounting

Bachelor of Science in Business
Graduated January 2005

Work Experience:

Customer Service Representative
09/03-Present
Sures, Fines, and Handy Accounting, Juneau

- Responsible for accounting administration on extra accounts
- Maintained all existing accounting accounts
- Managed all office tasks, to include: administrative, faxing, phone, and scheduling
- Made outgoing calls to solicit new customers

Bank Teller
02/00-09/03
Banks Fidelity, Juneau

- Handled all bank teller operations such as incoming accounts and closing of accounts
- Managed millions of dollars in the way of client checking and savings accounts
- Ensured the proper accounting of funds per transaction and at end of day

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