

Thomas L. Sample

25 Lolk Street _ Hollywood, FL 33330 _ (954) 555-5518

SUMMARY

An ambitious and optimistic business professional with proven abilities in strategic planning, managing projects, improving efficiency of operations, team building, and organizational leader. Academic training and interest in accounting/taxation. Willing to travel or relocate. Well-versed in, and acquired hands-on experience through college projects and professional experience:

_ Financial Statements Analysis	_ Marketing	_ Profitability Improvement
_ Quality Assurance	_ Consolidations	_ Conflict Resolution
_ Pensions & Leases	_ Corporate Taxation	_ Team Leadership

PROFESSIONAL EXPERIENCE

ABC Inc. **1996-1998**
Staff Accountant, Internship

- Rotation of assignments including the organization and maintenance of the general ledger using Peachtree.
- Reconcile, balance, research, and resolve open items in a timely manner.

XYZ & COMPANY **1992-1996**
Assistant Manager (1994-1996)

- Inventory management including the matching of invoices to the corresponding inventory.
- Assisted outside auditors in inventory audit.
- Studied financial forecasting models for use in strategic and monthly financial analysis, including target pricing and activity based costing analysis.
- Prepared bank deposits and reconciliation. Accurate daily cash balancing.

Customer Service Representative (1992-1994)

- Operational analysis included the preparation of budgets to operate efficiently.
- Reported shrink and sought personal ideas to improve. Addressed various store problems and strengthened the weaknesses.
- Promoted company goodwill through the resolution of customer issues.
- Earned praise for my attention to detail and time management skills while handling and training of personnel.

EDUCATION

Florida Atlantic University, Florida
Bachelors of Business Administration, 2000

- GPA 3.9/4.0
- Member of Professional Business Association
- Alpha Beta Psi
- Student Government