
Webmediaexperts Wme

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Objective

Seeking a position as an accountant where extensive experience will be further developed and utilised. Extensive experience to the credit.

Work experience

MyOffice Inc, Boston October 2005 — Present

Administrator

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.

DC Systems, DC March 2003 — June 2005

Accounting Assistant

- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 140 employees.

qualifications

- Certified Public Accountant (CPA)
- Certified Management Accountant (CMA)

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- Certified Financial Manager (CFM)

Education

MS in Accounting September 1997 — September 2001

University of Washington September 2001

BS in Accounting September 1993 — September 1996

Columbia University

Interests

Music, Reading, Painting

References

Mr. Neo, President of Matrix corp.
Email: neo@neo-matrix.com
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