

# Combination Resume Sample

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## OBJECTIVE

To secure a position as an Account Manager

## SUMMARY OF QUALIFICATIONS

More than three years accounting experience

Developed interpersonal skills, having dealt with a diversity of professionals, clients, and staff members

## RELEVANT SKILLS & EXPERIENCE

### Accounts Payable/Receivable

Audited documents to include expense reports, invoices, and check requests for payment

Documented "proofed" checks and moneys from deposit and coordinated with other departments

to resolve problems with checks that failed to clear

Maintained total outstanding payable balance, including collection of outstanding credits

## EMPLOYMENT HISTORY

Accounting Clerk Bell & Rust Accountancy , Santa Barbara , CA 01/2007-Present

## EDUCATION & TRAINING

B.A. Business Economics, Accounting Emphasis, University of California, Santa Barbara, CA, 2005-2007

A.S. Accounting, Santa Barbara City College, Santa Barbara, CA, 2003-2005