

# Thomas L. Sample

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

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## 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

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## 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.

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## 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