

英文求职信模板7管理员 PDF转换可能丢失图片或格式，建议
阅读原文

https://www.100test.com/kao_ti2020/290/2021_2022__E8_8B_B1_E6_96_87_E6_B1_82_E8_c96_290919.htm 英文简历模板：管理

员 CONTROLLER(General) Sandy Lin 15/F,TOWER2 ,BRIGHT CHINA,BUILDING1,BEIJING.SUMMARY OF

QUALIFICATIONSOver twenty years of progressive,professional accounting and supervisory experience. Computer skills

include:Lotus 1-2-3,Taxware Systems,IBM PC,and Microsoft word .Proficient in Spanish and some knowledge of French.

Self-motivated.able to set effective priorities decisions to achieve immediate and long-term goals and meet operational deadlines.

EDUCATIONPassed C.P.A.Examination,January 1989

UNIVERSITY OF VIRGINIA,Charlottesville,VA certificate in accountancy with high honors,1988 G.P.A.: 3.6/4.0 UNIVERSITY

OF MADRIDGraduate School of Spanish

Literature,1972UNIVERSITY OF

RICHMOND,Richmond,VABachelor of arts,arts,modern languages,1971 G.P.A.:3.0/4.0 PROFESSIONAL

EXPERIENCE1992-present KENDALL MANAGEMENT

GROUP,Richmond,VA Controller Initiate and maintain general ledgers for three closely held corporations.Compile financial

statements.Process payroll,payables and receivables.Prepare budget and cost reports. 1989-present B.T.

JOHNSON,C.P.A,Richmond,VA Staff Accountant Prepare individual,corporate,and fiduciary income and estate tax

returns. Generate compilations and financial statement audits. Research tax issues. 1973-1989 ASHLAND AUTHORITY, Ashland, VA Assistant Terminal Agent Supervised ten ticket agents. Implemented accounting department policies. Assisted in conversion of sales reporting to Lotus 1-2-3. Strong educational credentials strengthen resume . Foreign language skills further strengthen candidates qualifications. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com