

Name Surname

Leesburg, VA

phone • email@address.domain

PROFILE

Responsible individual equipped with accounting skills and demonstrating solid interpersonal and problem solving knowledge. Excellent presentation skills. Able to maintain excellent lines of communication. Specialize in forming productive relationships with fellow facility members.

Passionately committed to student development and establishing productive learning environments.

EDUCATION

Academic Qualification

STRAYER UNIVERSITY – Herndon, VA

2012 & 2015

M.S. in Accounting Controllership

B.S. in Accounting

NORTHERN VIRGINIA COMMUNITY COLLEGE – Springfield, VA

2008

Associate's in Business Administration

Certification: Leadership & Management • Sales • Customer Service

SKILLS AND KNOWLEDGE AREAS

Ability to follow lesson plans
Records management

Learner assessment
Classroom management & discipline

Communications management
Learner engagement

KEY STRENGTHS

- Comprehensive knowledge of accounting practices and principles. Excellent observational and analytical skills.
- Proficient in the use of standard college-level grading systems. Solid ability to effectively interact with fellow
- Highly gifted teaching aptitude. Consistent and outstanding academic records throughout my education.
- Crystal clear understanding of the underlying principles of the subject and its relevancy to other domains.
- Perfect knowledge about the common job duties of a lecturer and ability to perform them efficiently.
- A little familiarity with the general administrative environment at educational institutes and idea about the practices.
- Highly innovative in depicting the subject matter to the students/audience, using traditional methods as well as modern aids.

BACKGROUND

Home Depot Inc. – City, State

Start year-End Year

POSITION NAME

- Handled customer inquiries and resolved all problems while ensured the delivery of excellent customer service through fast and accurate transaction processing. *Result:* reduced monthly processing time and increased the number of solved customers inquiries.
- Nurtured relationships with clients, superiors, coworkers, and other business professionals.
- Identified and implemented improvements to streamline processes. *Result:* increased efficiency and productivity.

ADDITIONAL INFORMATION

Experience using accounting and financial software, including MS Office (Word, Excel, & PowerPoint), QuickBooks, Peachtree Windows OS, Firefox, Safari, and Internet Explorer.