

# JANE SMITH

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## ACCOUNTING ASSISTANT

Highly motivated, self-directed professional with more than 15 years of a broad range of office assisting and finance experience seeks to bring talent and vision to a respected organization that values hard work, dedication, and results. Expertise in managing monetary deposits and files/reports as well as processing payments and documents Demonstrated office skills that enhance productivity and help to drive sustained business performance.

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### KEY STRENGTHS

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Financial Transactions • Spreadsheets • Reports and Letters • Automated Accounting Systems • Database Software • Record Keeping/Filing and Typing • Mathematics • Accounting Guidelines • Error Detection • Deadlines

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### PROFESSIONAL SKILLS

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#### FINANCIAL EXPERIENCE

- Skill #1.
- Skill #2.
- Skill #3.

#### TECHNOLOGY EXPERIENCE

- Skill #1.
- Skill #2.
- Skill #3.