

# JOHN DOE

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City, State 11111

555-555-5555  
email@email.com

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## CONTROLLER

Summary: Accounting Professional / Payroll Administrator combining cross-functional competencies in all phases of accounting, information systems, and staff supervision and management. Proficient in managing and developing financial reports and controls using staffing and technology efficiencies. Expertise conducting financial statement audits, managing accounts payable and receivable, identifying accounting issues, and determining appropriate solutions.

Automated Accounting Information Systems ■ Corporate Tax Compliance  
Financial Reporting ■ Cost Control ■ Corporate Accounting ■ Reconciliation  
Process Improvement ■ Business Development ■ Strategic Planning

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## PROFESSIONAL EXPERIENCE

ABC Company, City, State  
**Controller**

2006–Present

Provide accounting expertise and human resources management for animation production studio with 15–25 employees and annual revenues of \$8M–\$10M. Report directly to CEO regarding strategic planning, business development, and company’s financial status. Oversee accounts receivable and payable, monthly and annual close, and cost management.

- Improved productivity 50% by reorganizing accounting and human resources functions and implementing new policies and procedures to manage high volume operations.
- Created new commission structure to increase productivity of sales staff and suggested new strategies to revitalize collections procedures, resulting in 90% increase of collections on outstanding accounts receivables.
- Revamped departments and streamlined operations to achieve targeted goals despite 75% reduction in staff.
- Implemented new reporting functions for US and UK based contractor on multi-million dollar Charmin Bear commercial account.
- Successfully decreased benefits costs without lowering coverage levels by closely reviewing plans and determining areas for improvement and cost reduction.

ABC Company, City, State  
**Staff Accountant**

2005–2006

Performed general ledger accounting duties for firm serving privately held small businesses and individuals in legal, entertainment, wholesale distribution, healthcare, and manufacturing industries. Prepared individual, partnership, and corporate tax returns for clients. Handled financial reporting for customers on a monthly, quarterly, and annual basis.

- Evaluated client needs and presented new business strategies to improve credit, cut operating costs, and increase revenue.
- Educated clients on financial plans, taxes, and expansion tactics.
- Increased efficiency and accuracy by upgrading accounting softwares.

After

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ABC Company, City, State  
**Junior Staff Accountant**

2000–2005

Support staff for general civil practice law firm of 25 attorneys specializing in business, litigation, and estate planning. Oversaw accounts payable, accounts receivable, legal billing, bank reconciliation, and monthly and yearly closing procedures.

- Integral member of conversion project to replace out-of-date bookkeeping system with new customized accounting software.
- Developed new billing procedures and created deadlines to ensure timely payment.
- Prepared and posted period-end journal entries, period-end cash advance reports, weekly activity reports, and directed reconciliation of multiple accounts.

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## EDUCATION

M.B.A., State University, City, State

B.S. in Accounting/Business Administration, State University, City, State