

SAM SMITH

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VERSATILE ACCOUNTING/FINANCE PROFESSIONAL

PROFESSIONAL PROFILE

A conscientious and solutions-focused Finance Professional offering a Masters of Business Administration, Bachelor of Science in Accounting, industry experience, a passion for excellence, and a contagious enthusiasm. Recognized as a performer accustomed to working under fast-paced, high-volume, time-sensitive conditions and the ability to manage multiple responsibilities simultaneously, successfully and efficiently resolve issues, and consistently meet and exceed established goals and objectives. Team-player/team-builder acknowledged for the propensity to develop and maintain solid relationships with co-workers, customers, and management. Flexible in accepting assignments and responsibility. Quick learner with the capacity to easily grasp and apply new ideas, concepts, methods, and technologies. Superior trouble-shooting, critical-thinking, and problem-solving skills. Strong written, oral, and technical aptitude. Fluent in Serbian, Bosnian, Croatian, and Montenegrin.

CORE COMPETENCIES

- *Financial/Expense Reporting*
- *Accounts Payable/Receivable*
- *Billing & Reimbursements*
- *Customer/Account Management*
- *Asset/Equipment Procurement*
- *Coding/Invoicing/Collections*
- *Financial/Operational Audits*
- *Records/Database Management*
- *Month-End Close Reporting*
- *Executive/Staff/Office Support*
- *Account Analysis & Reconciliation*
- *Tracking/Reporting/Forecasting*
- *General Ledger (GL) Preparation*
- *Purchase Order Requisitions*
- *Budget Preparation/Assistance*

EDUCATION

Master of Business Administration - Montreat College, Charlotte, North Carolina; Graduated: December 2010
Bachelor of Science in Accounting - Appalachian State University, Boone, North Carolina; Graduated: August 2006

PROFESSIONAL EXPERIENCE

ABC Company Any Town, USA Jul. 2002 - Present

Accountant I (Aug. 2008 - Present)

One of the finest providers of healthcare in the country including thirty three (33) affiliated hospitals in North and South Carolina, employing some 1,700 physicians, and serving patients at more than 500 care locations including physician practices, nursing homes, surgical and rehabilitation centers, and home health agencies.

- Reviewed performance reports to ensure accuracy and completeness.
- Assisted on preparation of the annual budget.
- Wrote monthly/quarterly journal entries and financial statements.
- Balanced patient fund bank account.
- Processed monthly statements and generated financial reports.
- Assisted executive management/departmental staff; performed a variety of administrative support duties.

Buyer (Feb. 2007 - Aug. 2008)

- Oversaw the purchase and acquisition of capital assets for the entire Healthcare System; generated and issued purchase orders.
- Collaborated closely with customers as well as the capital team on a daily basis.
- Resolved any invoice issues/problems.

Instrument Technician III (Jul. 2002 - Feb. 2007)

- Inspected, cleaned, sorted, processed, and sterilized operating room instruments.
- Worked in tandem with departmental customers and team members.

TECHNICAL ADDENDUM/SOFTWARE KNOWLEDGE

- Certificates Received for Access and Excel 2003
- Proficient in the Use of Various Proprietary Computer Programs and Support Systems Including: Microsoft Office, QuickBooks, and Short-Hand Calculator

COMMUNITY INVOLVEMENT/AFFILIATIONS

- Pi Sigma Epsilon Business/Marketing Fraternity, 2004 - 2006
- Business Entrepreneurship, University of Alicante, Alicante, Spain - July 2006