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123, Ellis Street
xxxxxxxxxxxxxxx
(123) 456 789

OBJECTIVE

An accounting position offering the opportunity to utilize my professional financial expertise, extensive business experience, and ability to interact with senior management and with the business community on a worldwide basis.

SUMMARY OF QUALIFICATIONS

- Accountant and **Administrative Manager** of medium-sized motor components manufacturing and [distribution company](#) serving national and international markets
- Hands-on experience with firm of Certified Public Accountants and Auditors
- **Certified Public Accountant and Auditor**

PROFESSIONAL EXPERIENCE

1988-Present **LISMORE SHIPPING CO., LTD.**, Loretta, PA

Accountant

- Managed, developed, and maintained all aspects of finance, accounting, foreign exchange dealings, marketing, and data processing of company and its overseas offices in London and New York
- Controlled budget, cash flow, and capital expenditure
- Reviewed, analyzed, and evaluated finances and securities pertaining to advances and shipping for client base of about 200
- Established and maintained close relationships with bank executives, auditors, and [attorneys](#), ensuring compliance with all regulatory bodies 1983-1988 **RABINO PRODUCTS**, Meadville, PA
- Accountant
- Developed and implemented corporate and project-oriented financial strategies
- provided financial overview and leadership for all major operating considerations and activities, including development of business and profit plans
- Controlled line management for all accounting, production costing, EDP, and financial functions

1981-1983 **MANNINGS, DAWE, AND BOND**, Pittsburgh, PA

Auditor

- Audited private companies, listed companies, partnerships, and individual businesses
- Prepared financial statements and schedules

EDUCATION

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA

Bachelor's Degree, with major in Accountancy, Marketing, and Busine Finance, 1981

