

# [Accounting and finance position - resume cv example](https://assignbuster.com/accounting-and-finance-position-resumecv-example/)

[Finance](https://assignbuster.com/essay-subjects/finance/)

## Accounting and Finance Position

Education
Bachelor of Business Administration in Finance, December 2010
California State University, Los Angeles
AA Degree in Business Administration
East Los Angeles College, June 2008
Work Experiences
Organization Responsibilities Date
KCAL Insurance Agency Claim Specialist Aug. 2011 – Present
Settle claim cases to reduce client medical
Payment; help translate and communicate
with client and insurance companies like
Anthem Blue Cross and Blue Shield.

California Hot Spot Bookkeeping and marketing agent Apr. 2011 - Aug. 2011
International Trading LLC. Correspond with customers and
Los Angeles, CA trade products for the company
Kelex Trading Inc. Accounting staff (Internship) 2010 winter- 2011
El Monte, CA Took care of payroll, accounts receivable and payable accounts.
prepared sales invoices and bills of lading.
Work Experiences (continued)
Organization Responsibilities Date
T-Mobile Monterey Sales agent 2008 – Sept. 2010
Park, CA Helped customers open accounts,
change plan and close accounts;
assisted with billing problems,
introduced them to the latest data
plan and cell phone.
Brand Shop Paris Sales agent 2009 to 2010
Alhambra, CA Sold brand name handbags and
wallets; helped customers order hand
bags through the company's website.
References
Available upon request.

ATTN: Human Resources Manager
RE: Application for the Position of a Student Financial Information Specialist
Dear Sir/Madam:
I am applying for the position of a Student Financial Information Specialist based on my academic background and work experiences. I successfully completed the Bachelor of Business Administration in Finance from the California State University and have had expansive employment opportunities in the field of accounts management, as well as accounting and finance functions.
My five years of working experiences in conjunction with my educational background equipped me with the necessary knowledge, skill, and abilities that would cater to the demands of the position. My strong communication and interpersonal skills qualify me to facilitate correspondences required of processing student employment and hiring supervisors, as deemed necessary. I have exemplary customer relations skills developed through working as sales agents in Brand Shop Paris and at T-Mobile, both dynamic and highly competitive organizations.
Other than the required working knowledge of Excel, I am proficient in other software programs such as PowerPoint and OutLook. I am also a fast learner and could easily adapt and adjust to the requirements of the position and of the academic environment. I am genuinely interested to serve your organization in the capacity of a Student Financial Information Specialist and I hope you would give me the opportunity to instill positive growth through the service offered you.
I am attaching my resume for your perusal.
Thank you and I am looking forward to hearing from you soon.
Very truly yours,