

Accounting and finance position - resume cv example

[Finance](#)



**ASSIGN
BUSTER**

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,