



## CONTACT

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olivia.wilson@gmail.com

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## SKILLS

- Accounting Principles
- Financial Statement Prep
- Microsoft Excel
- Auditing
- Data Analysis

## LANGUAGES

- English: Advanced
- Spanish: Proficient
- French: Intermediate

# OLIVIA WILSON

## ACCOUNTANT

Skilled and experienced accountant with a proven track record of success in the financial services industry. Expertise in all aspects of accounting, including financial statement preparation, auditing, and taxation. Strong analytical and problem-solving skills.

## WORK EXPERIENCE

### Accountant

ABC Company | City | Jan 2022 – Dec 2023

Provided accurate financial analysis and reporting for informed decision-making. Managed full-cycle accounting processes, including accounts payable/receivable, general ledger entries, and bank reconciliations.

### Junior Accountant

XYZ Company | City | Jan 2021 – Dec 2021

Collaborated with colleagues to improve documentation and streamline month-end procedures, resulting in enhanced efficiency and accuracy.

## EDUCATION

### Bachelor's Degree in BBA

XYZ University | City | Jan 2018 – Dec 2021

### Diploma in Accounting & Finance

ABC Institute | City | Jan 2017 – Dec 2017

### Diploma in Microsoft Excel

XYZ Institute | City | July 2016 – Dec 2016

# Resume Template This Week

**Tobias Bleicker**



## **Resume Template This Week:**

2020 - 2021 High School Weekly Goal Setting Planner Donovan Thomas, 2020-03-15 The 2020 2021 High School Weekly Goal Setting Planner the High School GS Planner was designed for high school students in grades 9 through 11 The High School GS Planner is a combination of a goal setting guide and a weekly planner It includes a Graduation Requirement Worksheet a Student Self Assessment Worksheet a monthly calendar a weekly planner and a Student Career Guide Students should use the Graduation Requirement Worksheet to help them successfully complete the requirements for graduating Students should use the Student Self Assessment Worksheet to help them set goals they want to achieve and maximize their high school experience Students use the weekly planner to organize their daily activities and manage their time efficiently Students should use the Student Career Guide to help them prepare of job interviews during the summer

**Design Portfolios** Mark W. Smith, 2023-02-27 Unique perspective of a seasoned designer and veteran A E industry recruiter regarding what design industry recruiters actually look for in a Design Portfolio Design Portfolios A Recruiter s View provides a student friendly guide written from the perspective of a designer and design industry recruiter on what recruiters look for as they review a design portfolio It shows students how to create a professional quality portfolio that will get them to that all important next step in the recruiting process the interview Using a unique plan of action The Four S s the book presents an organizational mindset focused on the added value of telling your Story revealing your Style proclaiming your Substance and Sharing your uniqueness effectively In today s competitive market a winning portfolio is much more than a simple accounting of digital skills and volumes of high resolution graphics This book shows students what recruiters really value and how to ensure their portfolios make the right impression Design Portfolios A Recruiter s View explains How to develop a memorable organizational approach around story style substance and sharing and create a winning portfolio Answers to the key questions students ask to fill in gaps in their academic instruction Real examples of resumes cover letters and portfolios that reveal what is needed for success Years of big picture insight gained from actual portfolio reviews during the author s time as a designer and recruiter Aimed at the inexperienced design student rather than the practicing professional Design Portfolios A Recruiter s View is an easy to understand and constructive guide that is incredibly helpful to young designers with project histories that consist only of academic and internship work

**Learn HTML in a Weekend** Steven E. Callihan, 1998 The fourth edition of this popular book The third edition ISBN 0761526943 has had a strong history since it was published in October of 2000 This new edition includes information on using graphics tools such as Paint Shop Pro Photoshop Fireworks and Mapedit as well as updated tutorials with new real world examples The most significant updates should be to the tables forms and graphics tutorials All tutorials will be standards based and feature designing valid HTML 4 01 Web pages

**The World's Greatest Resumes** Robert Wm Meier, 2005 A career counselor s guide to overhauling a resume including the world s first Resume Rater and Resume Quality Index real life success stories and more

than 25 before and after samples      *Princeton Alumni Weekly* ,2009      **Kick Start Your Career** Lee Smith,John van Genderen,2018-03-30 For new graduates the key challenge remains how to secure that first career related job Full of guidance and tips on how to handle the complex field of job hunting Kick Start Your Career can help navigate an ever changing job market and secure your chance at your desired career It is a valuable investment in your future It advises the reader on how to stand out in job applications use social media for job searching create resumes and cover letters that stand out succeed at interviews It provides a practical hands on step by step approach With an integrated Personal Plan that helps create key job search documents it directs soon to be graduates towards achieving their career aspirations Accompanying online resources include examples and templates which can be downloaded in Word format to help you prepare resumes and other job search documents This book will help graduates progressively build up job hunting resources skills achievements resume cover letter and interview responses and turn this into a practical outcome a new job It is a key companion to any student or recent graduate exploring the job market      Complete Guide to College Application Essays The Princeton Review,2021-01-12 THE COLLEGE APPLICATION ESSAY MADE EASY This user friendly guide gives struggling students the step by step writing help they need to perfect the writing on their college applications from the all important personal essays to the supplemental material like short answer questions and resumes Applying to college can be overwhelming especially when it comes to crafting the perfect application There s a lot of pressure to submit something unique and cohesive This book takes you from blank page to submitted application with step by step guidance on the most effective ways to complete this daunting process We ve packed these pages with practical exercises and annotated samples that model good and bad techniques and included tips from real admissions officers This complete guide provides A firsthand look into different review processes plus editing guidelines to help you think like an essay reader Step by step methods for breaking down a prompt Brainstorming techniques to help you find the right story to share Tried and true advice to get you outlining and drafting your essay with confidence Annotated essays to demonstrate writing dos and don ts Guidance on additional written content like short answer questions and resumes for a completely polished application      *Editor & Publisher* ,1918 Directory of interactive products and services included as section 2 of a regular issue annually 1995      The Upstart Guide to Owning and Managing a Resume Service Dan Ramsey,1994      **The Publishers Weekly** ,1890      Adweek's Marketing Week ,1992      **Computerworld** ,1994-11-21 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network      Artist's Market, 1983 Sally Ann Davis,1982-10      Weekly Cincinnati Law Bulletin ,1878      Cincinnati Weekly Law Bulletin ,1885      *Artist's Market* ,1994      **Adweek** ,1997 Vols for 1981 include four special directory issues      Industry Week ,1909      Reprint of Ohio Cases Published in the Weekly Law Bulletin, Volumes 1-30 Ohio. Courts,1898      *Artist's*

*Market, 1991* Lauri Miller, 1990 Graphic artists and fine artists looking for new marketing opportunities will find 2 500 buyers of all types of art in this new edition of *Artist s Market* Handy information on tapping local markets and informative articles give artists the tips they need to succeed

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