



CONTACT

Email
olivia.wilson@gmail.com

Phone
+987 654 321

Address
Street, city – state

LinkedIn
linkedin/in/olivia-wilson

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

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Marty Matthews, Carole Matthews



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Exploring Microsoft Office Publisher 2003 Cindy Stevens,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **What's New in Microsoft Office 2003** Catherine Manning Swinson,Cheri Manning,Cheryl Manning,Donald Amoroso,2004-07 Thousands of learners have asked for high quality materials that focus on technologies that go beyond core applications of Microsoft Office McGraw Hill Technology Education has answered these requests with 4 new titles making up the Plus Series This books were designed to stand alone as primary texts or to supplement instruction in core courses The Plus Series books are brief easy to use and less expensive than primary textbooks *Computing Japan* ,1999 **Microsoft Office 2007 QuickSteps** Marty

Matthews, Carole Matthews, 2008-10-15 Microsoft Office has an estimated 400 million users worldwide Microsoft® Office 2013 QuickSteps Carole Matthews, Marty Matthews, Bobbi Sandberg, 2013-07-06 Full color step by step guide to the new release of the world's most popular productivity suite of applications Get up and running with Office 2013 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful productivity suite Follow along and quickly learn how to create Word documents build Excel spreadsheets manage Outlook email contacts and schedules design PowerPoint presentations and much more This practical fast paced guide gets you started in no time Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique landscape oriented layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer *The Family PC Guide to Homework* Gregg Keizer, 1996-09-05 An informative guide written for parents of children ages 3 to 15 offers software reviews covers such topics as reading math geography history science art music and languages and contains a CD ROM with product demos and computer tips for researching on line Original All Users *Celebrating Your Journey, Lifeskills in Synergy* Sharon L. Benedict Ms Acc, 2011-11 Resumes that Mean Business David R. Eyler, 1996 Guide to the preparation of winning resumes Covers electronic resumes faxes and videotaped resumes 75 model resumes cover letters **Microsoft Office Word 2003** Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, 2004 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today **Resumes For Dummies** Joyce Lain Kennedy, 2003 Outlines steps to creating a resume including special advice for handling employment gaps job hopping and lack of experience **College Keyboarding Enhanced** Susie H. VanHuss, Duncan, Forde, Woo, 1997 *The Job Tree: Winning Your Next Job* Lee Smith, 2021-02-24 Winning a new job can be a challenge Jobs are changing worldwide Technological change globalization and economic disruptions like recessions all have an impact Workforces are becoming increasingly mobile with frequent job changes This book will help you develop the skills and documents for successful job hunting It provides expert advice resources and support It also helps you develop your resume social media bio and interview skills The book contains step by step guidance and tips on how to handle the complex field of job searching The Job Tree will help you win your next job *Tapestry in Action* Howard Lewis Ship, 2004-03-01 The creator of Tapestry details how to use this new framework's components to create rich web based GUIs using links images and HTML forms The challenges of web application development are discussed such as managing server side state properly application localization and maintaining synchronization between the client web browser and the

application server At the same time the benefits of a clean separation between presentation logic and business logic and how well Tapestry succeeds in keeping these two concerns apart are identified Written for new Tapestry users and even developers new to creating web applications in general this guide includes extensive notes on development gotchas including common Tapestry errors and how to fix them Advanced techniques are covered as well including creating entirely new components integration with traditional servlet and JSP applications and creation of client side JavaScript Finally a complete J2EE application the Virtual Library is presented and analyzed in detail

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