



CONTACT

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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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Office 2007 Bible John Walkenbach,Herb Tyson,Faithe Wempen,Cary N. Prague,Michael R. Groh,Peter G. Aitken,Michael R. Irwin,Gavin Powell,Lisa A. Bucki,2007-05-22 Completely revised for Office 2007 this best of the Bible presents Office you with the most useful content from leading experts like John Walkenbach Cary Prague Faithe Wempen and Herb Tyson The book features valuable information to help you no matter your level of expertise get up to speed on the new features in Excel Access Outlook Word and PowerPoint You ll quickly get savvy with the most widely used business application suite worldwide

Step-by-step Resumes Evelyn U. Salvador,2006 A step by step guide to writing an outstanding resume that offers expert tips and practical suggestions for filling in employment gaps using customizable ClipBullets choosing the right keywords and more Includes a CD with resume templates and worksheets *Computer Applications in Nutrition and Food Science* Manal K Abdel-Rahman,Aly R Abdel-Moemin, We have the responsibility to build a bridge to link computer revolution with nutrition and food science So we are hoping that those students who would like to pass on this bridge could be able to see the whole picture of what the computer applications course is all about Then next how the computer enriches our specialization and what to expect in the near future about for updating development in that field We wish this book to be in a great benefit to students of Nutrition and Food science and Dietetics programme Dr Manal K Abdel Rahman Dr Aly R Abdel Moemin **Electronic Resumes** James C. Gonyea,Wayne M. Gonyea,1996 Easy to use package explains the basics of on line multimedia video and audio resumes **Learning Microsoft Word 97** Iris Blanc,1997 Written for use with Microsoft s newest word processing application and a component of Office 97 this book s new features include Office Assistant drawing toolbar and graphics filters The CD ROM includes data files multimedia tutorial on browsing and Internet simulations Unique hardcover spiral allows the title to be displayed on the spine

Analytic Ability and Digital Awareness For Sem.-5 (According to NEP-2020) Kumar Sundaram,2025-06-14 Table of Content Part I Analytic Ability 1 Alphabet Test 2 Analogy 3 Arithmetical Reasoning 4 Blood Relation Test 5 Coding and Decoding 6 Inequalities 7 Logical Venn Diagram 8 Seating Arrangement 9 Puzzle Test 10 Missing Number 11 Syllogism 12 Pattern Completion 13 Figure Series 14 Embedded Figure 15 Counting of Figures 16 Cube and Dice 17 Paper Cutting and Folding 18 Data Sufficiency 19 Statement and Course of Action 20 Statement and Conclusion 21 Statement and Arguments 22 Statement and Assumption 23 Analytical and Decision Making 24 Inference and Passage Part II Digital Awareness 1 Fundamentals of Computer 2 MS Word 3 MS Excel 4 Introduction of Open Source Applications 5 Web Surfing 6 Cyber Security Objective Types Questions More Information The author of this book are Kumar Manglam *Word 2002: Core & Expert, A Professional Approach, Student Edition with CD-ROM* Deborah Hinkle,2002-05-29 Word 2002 Core Expert from Glencoe s Professional Approach Series provides students with real world context for learning software applications Numerous screen shots and displays of toolbar buttons aid instruction Numerous exercises and applications reinforce every skill taught Word 2002 Core Expert presents exercises in

real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they ll face A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles Word 2002 Deborah A. Hinkle,2002 **The**

Resume.Com Guide to Writing Unbeatable Resumes Rose Curtis,Warren Simons,2004-04-19 The first step to getting a

great job is writing a great resume This book will be your first step **Working in Your Major** Mary E. Ghilani,2012-06-26

This guidebook contains what every college graduate needs to know to find a good job in their major and it provides sound advice on establishing a professional identity surviving the critical first year on the job and ensuring marketability in the future Working in Your Major How to Find a Job When You Graduate tackles a daunting problem faced by many new grads successfully finding a job in their area of study after graduation The book begins by exploring the options available to college graduates and then details effective methods for finding the right job openings promoting themselves in the job market acing interviews both in person and over the phone and succeeding on the job in their career field The author highlights the critical factors in every step of the job hunting process including searching for openings in your major using social media communicating college experience on a resume understanding what employers are seeking preparing for employment testing choosing the right job offer and thriving in your profession It provides specific information for job seekers with specific areas of study enabling new grads to successfully navigate the hiring culture unique to their college major be it in a technical field or the fine arts **Annotated Instructor's Edition with 3.5 IBM Disk to Accompany Excel 97** Carole

Tobias,1997-07-02 The Annotated Instructor s Edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness It s designed to help you meet the diverse needs and learning styles of your students *Brief Microsoft Office 2000 Professional* Robert T. Grauer,Maryann Barber,1999 For any course teaching

application software using Microsoft Office 2000 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences All books in this series offer consistent presentation common design pedagogy and writing style Concepts as well as key strokes are stressed Hands on exercises in every lesson provide just the right amount of practice time This best selling author teams hands on approach and conceptual framework helps students master important concepts as well as the features of the powerful new Office 2000 applications NEW MOUS Certification throughout the expert level for all individual applications and Office 2000 Provides the necessary training to pass the MOUS exam at the expert level preparing students to enter todays job market NEW The Proficient Certification Edition provides training for the proficient level MOUS exam in all Office 2000 applications Quality four color spiral bound Exploring Office 2000 series covers Word 2000 Access 2000 Excel 2000 and PowerPoint 2000 There are three combined texts in the series Exploring Microsoft Office 2000 Vol I and II a *Google Cloud for Developers* Hector Parra Martinez,Isaac Hernandez Vargas,2023-05-26 Unlock your potential with this ultimate guide to Google Cloud packed with expert tips coding techniques

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paying jobs in the computer and online industries showing readers how to present technical skills in reader friendly language that employers demand Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive

Certification Circle Katherine Pinard,2002 Presents a highly visual approach to learning the necessary skills to pass the Microsoft Office User Specialist MOUS exam **Job Searching Online For Dummies** Pam Dixon,2000-01-31 Not just a book of searching sites and sources online this book helps readers use computers and the Internet to make the most out of finding new employment CD contains software necessary for connecting to a selected online service and templates for building an effective online resume **101 Best Resumes for Grads** Jay A. Block,Michael Betrus,2002 Endorsed by the Professional Association of Resume Writers this handbook is an ultimate resume and job hunting guide for recent grads

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