



## 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

# Resume Template This Month

**O García**



## **Resume Template This Month:**

**Digital Side Hustles Without Coding** Jeet Arya,2026-02-18 Turn Your Spare Time Into Steady Income No Technical Skills Required Tired of complicated tech advice and empty promises This practical guide shows you exactly how to start earning money online using tools you already know no coding no technical expertise no problem Inside you ll discover 6 proven digital side hustles that real people are using to earn 500 to 3 500 per month including Printables Create simple planners organizers and wall art that sell while you sleep Voice Work Get paid to narrate audiobooks record voiceovers or offer voice coaching Templates Design email templates social media graphics and business documents others will buy Social Media Management Help businesses grow their online presence no influencer status needed Content Writing Turn your writing skills into freelance income through ghostwriting and copywriting Virtual Services Offer scheduling customer support or administrative help from anywhere Each chapter includes real success stories step by step tutorials and week by week action plans you can start today You ll learn which platforms to use how to price your services and how to get your first customers in 30 days or less What you need A computer or smartphone internet connection and a few hours per week What you don t need Coding skills a big budget fancy equipment or years of experience Whether you re looking to pay off debt save for a dream vacation or build a full time income this book gives you the roadmap to start earning online this month **A Guidebook of Business Templates, Forms and Tools: First Edition** Zakir Ahamed,2014-07-25 A collection of over 80 commonly occurring business templates and forms that covers a wide range of topics including project management human resource management resumes and interviews lean and six sigma meetings and workshops general management and procurement **Substance Abuse Counselors** Tracy Brown Hamilton,2021-09-15 Welcome to the substance abuse counselor field If you are interested in a career as a substance abuse counselor you ve come to the right book What exactly do these people do on the job every day What kind of skills and educational background do you need to succeed in this field How much can you expect to make and what are the pros and cons of these various professions Is this the right career path for you How do you avoid burnout and deal with stress This book can help you answer these questions and more Substance Abuse Counselors A Practical Career Guide includes interviews with substance abuse counselors **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 resum 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 **Understanding, assessing, and guiding adaptations in public health and health systems interventions: Current and future directions** Roman Aydiko Ayele,Borsika Adrienn Rabin,Catherine Battaglia,Marina

McCreight,2023-07-19 *4 Pillars: Creating a Life on YOUR Terms* Geoff Smith,2022-05-21 What does it feel like to create a life on your terms Where your health relationships finances and mindset are all supercharged with positive momentum and intent The 4 Pillars offers a template on how to shape your life towards fulfilment in these areas where you learn to master your health take control of your relationships grow your finances and develop a clear and positive mindset The 4 Pillars is your roadmap to a better life *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 **UniForum Monthly** ,1991 *Best Résumés for College Students and New Grads* Louise Kursmark,2006 Helps students by describing skills and attributes that are valuable in the workplace answering common questions delivering expert advice that is relevant in today s hiring market and showcasing high quality resumes and cover letters prepared by professional resume writers all written for college students or new graduates It is a comprehensive resource appropriate for diverse college majors both undergraduate and graduate as well as for students seeking internships and co op jobs while still in school **Microsoft Word for Windows** Heather Miletti Duggan,Peter Norton,1996 **Microsoft Works 3.0, DOS Version** William Robert Pasewark,William R. Pasewark,1995 This represents a significant triumph of the leading integrated software program While continuing with its standard setting use of pull down menus Works 3 0 now enables you to use the same commands for word processing graphics spreadsheet database and telecommunications *Cruising America On-Line 2.5* Grace J. Beatty,Grace Joely,1995 Bestselling authors Dr Gardner and Dr Beatty present a revision of the original Cruising America On Line This new Visual Learning Guide will teach the reader about the updated version of AOL Easy to follow screen shots that show the reader exactly what will appear on their computer screen help to make this an ideal guide for the beginning to intermediate user The Dramatists Guild Quarterly ,1989 Asian Studies Newsletter ,2001 Artist's Market ,1985 Sally A. Davis,1984-09 **The Best Directory of Recruiters On-Line** Thomas P. Gove,1998-05 **Artist's Market** ,1994 **Workplace Communications** George John Searles,2006 One copy of this current textbook can be checked out for 2 hours at the Reserve Desk If it is unavailable you may place a hold to get on the waiting list **Photographer's Market** Melissa Milar,William Brohaugh,1992 Professional and Technical Writing Strategies Judith S. VanAlstyne,Merrill D. Tritt,2002 For freshman and sophomore level courses in Professional Writing Technical Writing and Science and Technical Writing Comprehensive and easy to read this award winning text reference for students emphasizes practical writing Its presentation and applications offer simple guides that students can easily emulate It combines instruction sample papers exercises and writing projects for manuals correspondence research and publication articles and oral technical communications plus

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