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## Accounting graduate resume

This free sample resume for an accounting graduate has an accompanying [sample accounting graduate cover letter](#) to help you put together a winning job application.

### Joseph Maradona

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### Career Objective

Recent accounting graduate looking for a position in accounting and finance where I can utilise my skills, put my learning into practice and make a contribution. I am eager to learn, and excited about beginning my career in this dynamic industry.

### Education

#### Bachelor of Commerce

Adelaide, SA

University of South Australia  
Major: Accounting; Minor: Management  
Graduated: 2011

#### Bachelor of Business Administration

Rome, Italy

Università Italia  
Graduated: 2007

### Key Skills

#### Communication and teamwork

Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work.

#### Ability to meet deadlines and work under pressure

Working while studying a full-time bachelor degree has given me the time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy, and have never been late with an assignment.

#### Enthusiastic, hard-working and eager to learn

Reliable and trustworthy, with a strong work ethic and values. A high achiever; received university study grants every year from 2008 to 2010.

#### Technical skills

Strong technical proficiency in MYOB (advanced level) and Microsoft Office 2010 (Excel, Access, Word, PowerPoint), with some experience with QuickBooks.

#### Language skills

Fluent in spoken and written English and Italian.

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## Employment History

**November 2001 – August 2011**  
**Machine Operator, Post-It Engineering**

**Glenelg, SA**

### Responsibilities:

- ▶ Achieving daily production targets
- ▶ Checking product quality and adhering to design specifications and international quality standards
- ▶ Training new employees
- ▶ Liaising with management to ensure achievement of daily targets
- ▶ Maintaining occupational health and safety standards

### Achievements:

- ▶ Consistently exceeded monthly production targets and maintained an excellent work record

**July 2004– September 2007**

**Bookkeeper/Office Administrator (part-time), Diego's Soccer Camps**

**Red Harbour, SA**

### Responsibilities:

- ▶ Performed bookkeeping/accounting duties, including accounts payable and receivable, reconciliations, payroll tax and GST
- ▶ Prepared financial reports, including BAS
- ▶ Managed the database accurately and kept it up-to-date
- ▶ Maintained confidential records and filesCreated documents, Excel spreadsheets and brochures
- ▶ Managed internal and external correspondence and emails
- ▶ Provided customer service and handled customer queries

### Achievements:

- ▶ Kept detailed and accurate accounting records and ensured compliance to current legislation
- ▶ Helped to design and create camp brochures, resulting in cost savings
- ▶ Worked closely and harmoniously with other camp staff

**October 2003 – May 2004**

**Accounting Assistant, Giuseppe's Produce Market**

**Rome, Italy**

### Responsibilities:

- ▶ Reported directly to the chief accountant and owner
- ▶ Assisted accounting staff in managing accounts receivable/payable and end-of-month reconciliation
- ▶ Remitted cheques and cash to the bank
- ▶ Made purchases, preparing invoices and keeping track of overdue accounts
- ▶ Maintained confidential documents and records

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## Professional Affiliations

Passport member of CPA Australia

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## Interests

Football, photography and espresso-making

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## References

**Francis Dinh**  
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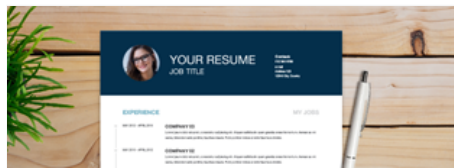
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