

(Accountant Resume – www.how-to-write-anything.com)

Pat R. Brown

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OBJECTIVE: To find a position as an accountant in charge of either account receivables or payables where I can make the best of my background in statistics, business planing and financial forecasting.

SKILL SUMMARY

- ◆ Microsoft Excel Certified Power User.
- ◆ 10 years of accounting experience in the construction and finance sectors.
- ◆ Excellent public relations skills.
- ◆ Certified Public Accountant (CPA) and Auditor.

WORK EXPERIENCE

BETHESDA CONSTRUCTION

Accountant

Brownsville, TX
April 2007 — June 2009

- ◆ Wrote the company's 5-year financial growth plan.
- ◆ Developed and supervised the company's expansion into multiplex housing sub-sector.
- ◆ Provided liaison with banks, creditors and regulatory agencies.

CHILLUM, RABINOE and KENNEDY

Accountant and Auditor
2007

Rockville, MD
June 2004 — April

- ◆ Supervised a staff of 14 in Finance Department and audited an annual budget of \$15 million.
- ◆ Determined the budget priorities as the Acting Budget Director and reported to the Board of Directors.
- ◆ Developed line management guidelines for accounting, product development, compliance and marketing departments.
- ◆ Audited company's clients, sub-contractors and prepared audit reports.

PRO-MORTGAGE CONSOLIDATED

Accountant

Albany, NY
June — August 2004

- ◆ Prepared annual budget for the management with 5 year forecast under different market scenarios.
- ◆ Developed an integrated auditing strategy both for accounts payables and receivables.
- ◆ Held financial audit training classes for junior accountants .

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EDUCATION

Loyola University, Faculty of Arts and Sciences
Bachelor of Arts in Finance (with a minor in English)

Los Angeles, CA
May 2000

MEMBERSHIP

Member, Society for Professional Auditors, Chicago, IL, 2002 — present

REFERENCES available upon request.