

# Preparing an Accomplishments Based Resume

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*A successful journey requires traveling from one place to another so that opportunities in new areas can be explored. When used properly, the resume becomes the ticket that removes the barriers to new career possibilities.*

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## WRITING YOUR RESUME

### *Develop a Marketable Definition That Sells.*

**T**he goal of this process is to develop a clear picture of who you are and what you have to offer the marketplace, in terms the marketplace will understand and relate to. From now on, the terms we use will be the words of the marketplace.

You should have in front of you the three cards that best represent the combination of interests and abilities that have helped you succeed in the past. These combinations represent your major strengths. Using them, you will now create your personal marketable definition that will help you succeed in the future.

Take your time with these exercises and try not to become frustrated if the process seems to go slowly. It may not be easy to write about yourself, especially when some of the terms are new and different. Stick with it!

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“I’ll tell you the truth, I didn’t get it. I went around in circles with this ‘marketable definition’ thing for about two hours. Then, just as I was about to pitch the whole thing, it just kind of fell into place. All I’m really doing is using my past successes to state what my strengths are and how I can be valuable to an employer, in a language the business world understands.”

- Carter M.

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## ***Exercise: The Marketable Definition.***

### ***Step 1: Define the key words.***

Look at the key word printed in bold type on each of your three cards. Using the marketable definition exercise format below, fill in the key word from each of your three cards in the blanks beside “strength” numbers 1, 2, and 3. Write what each of those key words means to you in the blanks provided for your “definition”. (A word of caution here: Do not use the word you are defining as a part of your definition. For example, do not define problem solving as “solving a problem”). If possible, give your strength words a definition that relates to the workplace.

## **Marketable Definition Exercise: Step 1**

**1** Strength \_\_\_\_\_  
Definition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2** Strength \_\_\_\_\_  
Definition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3** Strength \_\_\_\_\_  
Definition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ***Preparing your resume.***

Now you will pull together the important information that the employment market needs to know about you. This is the purpose of a resume. It is the written ticket to your success. It also serves as the script you will use in describing yourself to the people you meet, and a model which you will customize for interested potential employers.

You have already done most of the work for your resume.

All that is required now is to assemble the information in the proper sequence, and in the right words.

Earlier you identified your **interests** when you made your initial card selection. Your achieve-

ment stories helped you to consider your **abilities** through significant events in your life. You further analyzed your interest cards in light of your abilities, and identified your major **strengths**. Remember: Interests + Abilities = Strengths.

## ***Writing your objective.***

Now it is time to write the **objective** section of your resume.

The *objective* section of your resume consists of three elements:

- A. A "headline," or career area
- B. Your three major strengths
- C. A statement of what you can do for an employer

## **Writing Your Objective**

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A. **Your career area.** In the space below, write the career area you have chosen. The career area usually looks something like this:

- Project Management
- Special Event Coordinator
- Process Accounting Supervisor
- Plant Maintenance
- Systems Planner

A. \_\_\_\_\_

B. **Your three major strengths.** Now list the three major strengths you defined earlier in the workbook. Do not include the definitions of your strengths, this element simply lists your strengths. Here are a few examples:

- Analyzing, creating and problem solving
- Managing, problem solving and planning
- Persuasion, leadership and organization
- Operating, clerking and planning

B. \_\_\_\_\_

*Remember: Your strengths must support your career area.*

C. **What you can do for an employer.** Next, you will write down what you can do for an employer. Increase profits? Save time? Create new products? Motivate others? Solve or prevent problems? Maintain production levels? Expand sales? Develop new customers?

*Why do you have to say what value you have to offer an employer? Isn't it obvious that in return for a paycheck you will perform your job admirably and consistently?*

No, it is not obvious, nor is it enough merely to say that you will do the job well. The bottom line for any business is making money. The success or failure of a business simply depends upon whether or not the business is a profitable venture. It is extremely important that you make it clear to a potential employer that you understand this and that the problems or needs that you answer will contribute positively to the bottom line. You must make that point clear in your objective.

***Examples:***

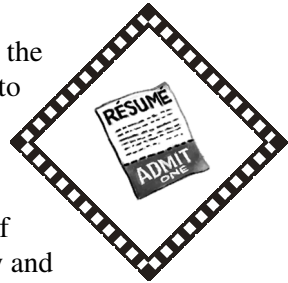
- Contribute to a printing company's increased profitability through effective use of human resources.
- Contribute to a more rapid and profitable turnaround of varied manufacturing projects through efficient use of existing staff and equipment.
- Contribute to increased recovery of assets and reduced losses through the use of proven accounting techniques and methods.

C. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. **Putting it all together.** Now, combine all three parts into your career objective which is a single, clear statement of what you intend to do in the workplace. Here are a few examples, but make sure that what you write is yours alone!

**Examples:**

- **Objective:** Cost Estimator, where proven strengths in the areas of perception, problem solving and planning will significantly contribute to a transportation company’s increased profitability through more efficient scheduling.
- **Objective:** Construction Project Manager, where proven strengths in the areas of organization, leadership and communication will contribute to a construction company’s increased profitability through effective coordination of people and materials.
- **Objective:** Financial Manager, where proven strengths in the areas of analyzing, problem solving and planning will improve asset recovery and reduce losses through the use of proven accounting techniques and methods.



D. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Take a break for a few minutes. When you return, read your completed career objective one more time. Make any necessary adjustments and then transfer your completed objective to your resume worksheet at the end of this chapter.

# Writing Your Background Summary

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**Background summary.** This is the place to list all of the job related skills you have acquired while working in your particular field. Some of these skills were put to use each day; others may have been required only occasionally. What's important is that you can do these things, that they support your objective, and that they help provide a broader look at who you are in addition to your major strengths.

*Example:*

Extensive experience in the advertising field, with special emphasis on:

- Account Management
- Customer Relations
- Business Development
- Quality Assurance
- Project Planning
- Communications
- Creative Design
- Project Management

*Here is another example:*

Extensive experience in corporate training has included:

- International Student Development
- Personnel Training
- Wellness Program Coordination
- College Recruitment
- Hourly Job Evaluation
- Operator /Craft Selection
- Training Program Development
- K-12 Education Enhancement
- New Employee Orientation
- Compensation Administration

*Remember: Your background summary should support your objective.*

In the space below, list your own job related skills:

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Now, take a break for a few minutes. When you return, look over your background summary again. Does it reflect the skills that you acquired during your work life? Does it reflect tasks that you enjoyed doing? Does it support your career objective?

Transfer your background summary to your resume worksheet at the end of this chapter.

# Writing Your Professional Accomplishments

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**Professional accomplishments.** You have already written achievement stories in Chapter Three of this workbook. Feel free to use these stories for your professional accomplishments if they are appropriate.

Each of your professional accomplishments consists of four parts which do not necessarily have to follow the order listed below:

1. A description of the event
2. What made it important?
3. What you did to make it happen?
4. The measurable results

*Examples:*

- Recommended changes in the materials ordering process for a major midwestern publishing company which led to reduced inventory costs and more rapid turn around of printing jobs. The new process resulted in an annual savings of approximately \$75,000 for the company.
- Designed an in-house presentation program for managers which saved approximately \$128,000 per year in outsource training costs for an international chemical company. The program was eventually expanded to include all employees and led to the creation of a community-oriented speaker's bureau.

Avoid vague or windy statements such as “resulted in a large savings of time and money,” or “led to increased sales.” If you claim that sales increased, you must estimate the amount of the increase and make sure it is reasonably accurate and could bear investigation. Sometimes there is simply no way to put a figure on your results. But you can still demonstrate the value of your work to the employer:

*Example:*

- Researched and wrote a policies and procedures manual for a large manufacturing company. This manual is now in wide use throughout the U.S. and Canada and is in its third printing after some 7,500 field requests for copies.

In the spaces below, write three of your own professional accomplishments. Remember to begin with action words. See “Suggested Action Words” for examples of the types of words to use.

**1**

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**2**

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## SUGGESTED ACTION WORDS

<i>achieved</i>	<i>condensed</i>	<i>evaluated</i>	<i>launched</i>	<i>rendered</i>
<i>adapted</i>	<i>conducted</i>	<i>executed</i>	<i>led</i>	<i>reorganized</i>
<i>adjusted</i>	<i>consolidated</i>	<i>expanded</i>	<i>maintained</i>	<i>resolved</i>
<i>administered</i>	<i>constructed</i>	<i>expedited</i>	<i>managed</i>	<i>researched</i>
<i>advised</i>	<i>consulted</i>	<i>explored</i>	<i>mediated</i>	<i>restructured</i>
<i>alerted</i>	<i>contributed</i>	<i>facilitated</i>	<i>merged</i>	<i>revised</i>
<i>allocated</i>	<i>converted</i>	<i>finalized</i>	<i>minimized</i>	<i>scheduled</i>
<i>analyzed</i>	<i>coordinated</i>	<i>fixed</i>	<i>modernized</i>	<i>selected</i>
<i>applied</i>	<i>corrected</i>	<i>forecasted</i>	<i>modified</i>	<i>simplified</i>
<i>arbitrated</i>	<i>created</i>	<i>formulated</i>	<i>monitored</i>	<i>solved</i>
<i>assembled</i>	<i>defined</i>	<i>founded</i>	<i>motivated</i>	<i>standardized</i>
<i>assessed</i>	<i>delegated</i>	<i>generated</i>	<i>negotiated</i>	<i>strategized</i>
<i>assisted</i>	<i>demonstrated</i>	<i>guided</i>	<i>obtained</i>	<i>supervised</i>
<i>attained</i>	<i>derived</i>	<i>identified</i>	<i>operated</i>	<i>surveyed</i>
<i>audited</i>	<i>designated</i>	<i>implemented</i>	<i>organized</i>	<i>synthesized</i>
<i>budgeted</i>	<i>designed</i>	<i>improved</i>	<i>originated</i>	<i>taught</i>
<i>built</i>	<i>developed</i>	<i>improvised</i>	<i>perceived</i>	<i>tested</i>
<i>calculated</i>	<i>devised</i>	<i>increased</i>	<i>piloted</i>	<i>trained</i>
<i>centralized</i>	<i>diagnosed</i>	<i>initiated</i>	<i>planned</i>	<i>translated</i>
<i>chaired</i>	<i>directed</i>	<i>innovated</i>	<i>prepared</i>	<i>trouble-shot</i>
<i>clarified</i>	<i>discovered</i>	<i>installed</i>	<i>presented</i>	<i>updated</i>
<i>collaborated</i>	<i>diverted</i>	<i>instituted</i>	<i>produced</i>	<i>upgraded</i>
<i>compiled</i>	<i>edited</i>	<i>integrated</i>	<i>programmed</i>	<i>validated</i>
<i>composed</i>	<i>eliminated</i>	<i>interpreted</i>	<i>provided</i>	<i>verified</i>
<i>computed</i>	<i>ensured</i>	<i>introduced</i>	<i>recommended</i>	<i>visualized</i>
<i>conceptualized</i>	<i>established</i>	<i>investigated</i>	<i>reduced</i>	<i>wrote</i>

Take a break for a few minutes. When you return, look over your professional accomplishments once again. Are they informative? Are the results stated simply and clearly? Do they support your career objective? Transfer your completed professional accomplishments to your resume worksheet at the end of this chapter.



# Writing Your Educational Background

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**Educational background.** Each item in your educational background consists of four parts:

1. What is your highest degree? (Or highest completed schooling)
2. What was your major area of study?
3. What was the name of the school?
4. Where was the school located?

Do not include dates of your education. This is not necessary and will immediately categorize you by age.

*Examples:*

BA, Business Administration, University of Nevada, Las Vegas, NV.

AA, Humanities, Reno Community College, Reno, NE.

Mechanics, ABC Technical School, Minneapolis, MN.

Printing Design, Pratt School of Design, Newark, NJ.

Business Diploma, Ft. Lauderdale High School,  
Ft. Lauderdale, FL.

Now write your own educational background in the space below:

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Transfer your completed educational background to your resume worksheet at the end of this chapter.

After you have transferred all your information to your resume worksheet, take a look at your completed *beginning* resume.

The format we have provided you is basic, easy to read and correct. You may, however, choose to modify your format in some cases.

If, for example, you have a great deal of higher education but not a lot of experience and are considering pursuing positions in the academic field, it would be wise for you to reverse the order of employment history and educational background.

If, on the other hand, you did not finish high school, it would be wise to leave out the educational background entirely. You could replace that section with “awards” or a listing of volunteer activities.

*Examples:*

Member of the Goose Creek Volunteer Fire Department for fifteen years.

Volunteered as project leader for Habitats for Humans four times from 2000 to 2002.

Recognized as “School Parent of the Year” by Alexander Lee Academy in 1992 and 2002.

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Right about now you may be wondering, “why didn’t I just pay someone to write this thing for me?” An excellent question. We’re glad you asked.

There are several good reasons why you should prepare your own resume, and we’ll give you the two best ones: First, another person cannot possibly know enough about you to write a proper resume. Second, by writing your own resume you are preparing yourself much more thoroughly for the job search ahead. You will sell yourself much more effectively if you know what you are selling!

Now, *typing* your resume, that’s something else entirely. If you are not proficient with a keyboard, we strongly encourage you to locate the nearest word processor who owes you a favor (there are no typists anymore, you know) and ask for help in your hour of need.

**Neatness counts.**

So does spelling, grammar, clarity and brevity. Do not be shy about asking a friend, former colleague, or the nearest English teacher to look over your final document. If mistakes are to be found, at least let them be found by someone who is in your corner.

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*“I think putting my resume together was the thing that really got me started. By the time I hit the streets I had a very clear sense of who I was, and felt pretty good about myself. I don’t think that could have happened if I’d paid someone to write it for me.”*

- Marcia L.

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# Resume Worksheet

Your Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Area Code & Phone No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

*Complete the following.*

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## Objective

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## Background Summary

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## Professional Accomplishments

**1**

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**2**

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**3**

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# Sample Resume

Christopher Koenig  
123 Billary Lane  
Happyton, Texas 77099  
(909) 555-5555  
chris@koenig.com

## OBJECTIVE

**Warehouse Manager**, where demonstrated strengths in the areas of supervising, problem solving and planning will profitably contribute to a storage and/or transportation company's effective and efficient operation.

## BACKGROUND SUMMARY

Extensive experience and increasing management responsibility has included:

- Inventory Planning and Control
- Customer Relations
- Purchasing
- Customer Order Processing
- Budget Management
- Maintenance Coordination
  - Planning/Scheduling
  - Return to Service
  - Make Ready
- Package and Bulk Loading Supervision
  - Tractor Trailer Tank Trucks
  - Railroad Tank Cars
- Health and Safety Administration
- Scheduling
- Computer Experience
  - MS Office
- Federal, State and Local Compliance
- Quality Management

## PROFESSIONAL ACCOMPLISHMENTS

Developed the purchasing manuals, wrote the job procedures and maintained overall system integrity for the shipping, receiving and inventory areas of a major southwestern chemical company. This successfully resulted in obtaining ISO-9002 Quality Certification well within the projected timeframe.

Designed a program that planned production schedules and forecasted product shipping demands enabling close monitoring of customer orders, facilitating on time delivery and contributing to customer satisfaction. This resulted in reducing shipping costs (26%) and increasing orders (62%) or a combined positive revenue difference in excess of \$250,000. per year.

Managed and directed a safety program for an 850 employee publishing company through increased work style focus and awareness. Safety performance was improved by 85% and a "without a time loss accident" record was set and maintained for more than two years.

## EMPLOYMENT EXPERIENCE

Warehouse Foreman, Happyton Chemicals, Happyton, TX. Responsible for department shipping, maintaining quality of contained finished product and meeting Department of Transportation regulations. (1993 - present)

Process Foreman, Magno Chemical Company, Detroit, MI. Responsible for production and shipping schedules for a 100 million dollar plant making 50 million pounds of product per year. (1985 - 1993)

Safety Director, Atlantic Publishing Company, Tuscon, AZ. Responsible for supervising all company safety programs as well as compliance with federal, state and local laws. (1983-1985)

## EDUCATIONAL BACKGROUND

A.A., Transportation Management, Happyton Community College, Happyton, TX

Training Programs:

- Effective Personnel Management
- Safe Work Practices
- Hazardous Materials Handling

## *Preparing a scannable resume.*

When you are searching for employment by means other than networking, you will increasingly find you will be asked to send a scannable resume. You will still need a nicely formatted resume for those companies that do not use scanners, but you should become aware of the problems presented in resumes that have special formatting. Many of the enhancements you make within your paper resume can present problems with a scannable resume. Enhancements such as graphics, special fonts, bolding, italics, lines, colored paper and so on will not convert properly; therefore, different formatting is recommended.

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### *Scanners*

A scanner is a device that takes a "picture" of your resume so that it can be transferred into a computer. Using a moving beam of light, it captures a digital image of your resume so that it may be stored in the computer. If you look closely at any image, you will notice that it is made up of thousands of tiny dots. These dots are called pixels. Each pixel is an individual element of varying shades that when put together make a picture, or in this case, a resume. As your resume passes through the scanner, light is bounced from the paper original to photosensitive cells within the scanner. These cells read the image by examining and analyzing each pixel. The cells then translate the light waves into impulses and these impulses are sent to the computer where software takes the data and converts it into computer-friendly language using OCR (optical character recognition) software.

### *OCR: Optical Character Recognition*

After the image is scanned, the next step is for it to be read by OCR software (this software is usually included with the scanner). OCR takes the "picture" of the data you have written and converts it into a digital text format which can be edited, revised or easily stored.

### *Getting Rid of the Fancy Stuff*

Most people, when creating their resume, try to make it as attractive as possible. They manipulate the font (shape and size), and may use underlining, bold, italics, graphic lines, and so on. Most of these enhancements are not compatible with scanners since OCR software can be

confused. When you create a scannable resume, you must think in simple terms. You must keep font styles simple and avoid underlining and formatting. Any symbol that is part of your keyboard, such as the asterisk key (\*) should be used instead of graphics such as bullet points (•). You must make sure you do not send anything other than a very clean resume with no smudges, specks, streaks, or lines. These imperfections can also confuse OCR software.

### *Skill Extraction*

The technology used to pull information from your resume is known as the extraction engine. The main part of an extraction engine is its knowledge base, the collection of career-related vocabulary, which enables the engine to recognize familiar terms in your resume. The collection of these familiar terms is known as keywords. Keywords specify and define many factors that make up your resume. These factors include education, work history, skills and accomplishments, job titles, and so on. The knowledge base is comprised of millions of job-related terms and phrases as well as a variety of contexts in which these factors occur.

When you first submit your resume, the resulting data is divided into broad vocational areas such as financial, marketing, engineering, and manufacturing, to name a few. This provides the first level of matching.

After the first level of matching, your resume then undergoes a skill extraction. The software searches out specific skills, not just broad

vocational categories. Most extraction engines contain millions of terms within their knowledge base and are periodically updated according to the requirements of the position the employer is seeking to fill. Some extraction systems are capable of recognizing not only words, but also the context in which they are used. In order for the software to work more efficiently, you should

keep acronyms and abbreviations to a minimum in your resume. Try to spell out everything. It reduces confusion.

After your resume has passed through the first two levels, your extracted information is then stored in a database, ready to be pulled up when the employer runs a search of the database.

## **Summary of Scannable Resume Do's & Don't's:**

### **Scannable resume Do's:**

- √ Use white paper
- √ Provide a typed or laser-quality original document
- √ Print on one side only
- √ Use fonts that are 12 to 14 point in size
- √ Use standard fonts such as Arial or Times
- √ Use a structured resume format (this scans well)
- √ Spell out any acronyms
- √ Use words that describe your experience in a concise, accurate manner
- √ List specific skills and increase your use of keywords
- √ Use more than one page, if necessary
- √ Include all contact information

### **Scannable resume Don't's:**

- √ Use colored or dark paper
- √ Send photocopies
- √ Fold or staple your resume
- √ Use graphics, special fonts, bolding, italics, lines, etc.
- √ Use bullets (instead, use the asterisk key on your keyboard)
- √ Use vague or excessive descriptions of your experience
- √ Use tabs or indents (use the spacebar)

Remember that your resume will also be read by a person, not just by software, so be sure that it is organized, understandable, and most of all, easy to read. You don't want your resume to be the one that is rejected for illegibility.

### *Submitting Your Resume*

There are a variety of ways for you to submit your resume: e-mail, regular mail, fax, direct submission on Internet sites with a resume template, or posting your Hypertext Markup Language (HTML) resume on your own web site.

### *E-Mail*

E-mail is a very popular way to submit a resume. Most ads include an e-mail address along with a regular mailing address. If you do e-mail your resume to a prospective employer, we advise you follow up by also mailing a hard copy.

We recommend that you do not submit your resume as an attachment to your e-mail. An attachment is a file that has to be downloaded separately from your e-mail into a computer. Sometimes, your attachment will be compressed for mailing and will have to be expanded when it arrives at its destination. You can never be sure what expansion software or word processor is being used at the other end, and whether or not it would be compatible with your software.

After you have created your resume and saved it, e-mail it to your own address and check to see how it looks when you bring it up. Is it easy to read? Does it look professional?

Generally, most companies want you to put your name and the word "resume" in the subject line. Write a cover letter for the body of your email, space down two lines, then cut and paste your resume. Be sure you do not space down too far down after your cover letter or the recipient may overlook it. Finally, send your resume as any other e-mail message.

### *Resume Templates*

More and more companies are posting employment sites on their home web pages. There are also many career sites with job listings. These sites use resume templates to assist applicants in submitting scannable resumes. These are generally easy to use and ensure that your resume is in a format that is easily read by a scanner.

Using a resume template allows a company to control the information they need from an applicant. It also allows them to control the length of the resume. For example, most of the time the standard work history goes back three to six prior jobs, with three being the norm.

To submit your resume using a template, paste your formatted resume into the blanks. You can also type your resume into the template as you go. Either way is acceptable although cutting and pasting is quite a bit easier and may reduce typing errors.

### *HTML Resume*

In order to post your resume onto your home page, you will need to know how to write in HTML (Hypertext Markup Language) or you can use existing forms on the Internet. You will be able to have your own unique

Internet address, or URL, which you can include in your correspondence and on business cards. This is an effective way to demonstrate your awareness of technology.

If you would like more information on presenting your resume in this fashion, there are plenty of books at the library or at a good book store that can help you with HTML.

#### *Faxing Your Resume*

Some companies prefer to receive resumes via fax. If you fax to a potential employer, make sure the original copy you use is clean and free of all dirty marks, streaks, and lines so that it will scan well into their applicant tracking system software. You will also want to mail a hard copy as a follow-up to your fax.

#### *Mailing Your Resume*

In most advertisements, there is an address listed for you to send out your resume in the conventional manner. This is still pretty much the norm for many jobs, at least for now, and in this case you can use your presentation resume as is, although occasionally the ad will ask for you to send a scannable resume.

If you do submit a scannable resume by mail to an employer, use a large envelope to avoid folding. Folds can skew your resume when it is run through the scanner.

#### *Summary*

You will need to have two resumes, a scannable and a standard version. Whether your resume is chronological, functional, or a combination of the two, simplicity is the key.

Should you choose to work with a recruiter, you will be asked to provide additional information. This type of resume, the chronological resume, allows the recruiting firm to “know more about you”, when they try to match you to available job listings.

Hiring authorities, on the other hand, want a functional, one page resume, like the version you have completed in this workbook.

# Sample Scannable Resume

ROBERT T. SANDERSON  
1381 East Fifth Avenue  
Danville, Illinois 61832  
217-555-5103  
rsandy@aol.com

## PROFESSIONAL SUMMARY

Seasoned accounting professional with 17 years experience in corporate and industrial fiscal environments. Skilled in hiring, training, and supervising employees while maintaining department accounting functions such as: cost accounting management; financial statement preparation and reporting; systems development; and general ledger maintenance and reconciliation. Organized, creative problem-solver with excellent written and oral communication skills.

## PROFESSIONAL EXPERIENCE

ABC INSURANCE, INCORPORATED; Danville, Illinois, 1991-1998

Senior Accountant

- \* Managed general accounting procedures for 325 employee, \$23,000,000 workers' compensation insurance provider.

- \* Responsible for 134 accounts worth \$19,000,000 including accounts receivable, revenue development and allocation, broker commissions and expense allocation, and account executive bonus program.

- \* Completed and presented monthly variance and forecast reports.

- \* Developed and maintained Revenue, Broker, and Account Executive Data Systems essential for recognition of revenues, broker expenses, and payment of broker and account executive commissions.

- \* Accounting system administrator responsible for maintenance, security, and repair of data files for 60+ entities utilizing system.

XYZ MANUFACTURING INCORPORATED; Danville, Illinois, 1989-1991

Supervisor, Accounting Systems

Supervised performance of standard cost accounting system for \$300,000,000, 800 employee cellulose casing manufacturing company. Generated \$25,000,000 operational budgets for 5 regional service centers; supervised 4 employees. Managed and administered manufacturing efficiency reporting and U.S. and Canadian systems security.

ABC CORPORATION, Fort Wayne, Indiana, 1987-1989

Staff Accountant

Managed project tracking system and accounts receivable for \$8,000,000 software publishing company.

- \* Developed and implemented time reporting and expense tracking systems using relational database management systems to generate time and expense billings for clients.

RYDER TRUCK LEASING; Fort Wayne, Indiana, 1980-1986

Controller

Managed 3 accounting employees, \$300,000 payroll, and annual financial reporting for 50 employee, Service Center of \$1,400,000,000 truck and trailer leasing corporation.

## EDUCATION

NORTHERN KENTUCKY STATE UNIVERSITY; Highland Heights, Kentucky

Bachelor of Science, Business Administration