

WORKFORCE **1**

SAMPLE RESUME:

Nancy Yancy
111-11 111 Avenue
Richmond Hill, New York 11111
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718-111-1111

SUMMARY: Loyal and dedicated individual with 10+ years of successful work experience with accounting firms providing quality administrative support to managing partners, senior level executives and auditors. A willing team player who has extensive experience in word processing.

EXPERIENCE:

5/2001 – 11/2009 Administrative Assistant

Solomon, Solomon and Brothers, Inc.

New York, NY

- Typed financial statements for senior partners, managers, auditing and accounting staff in a fast paced environment.
- Worked with Excel in E-Pace and Microsoft Word for completion of SEC Reports, proposals, engagement and representation letters.
- Accurately prepared proforma financial statements in Excel and Microsoft word for accounting staff.
- Typed IRS letters, invoices, various correspondence for clients and client extension letters using Microsoft Word and Word Perfect.
- Collated corporate and personal tax returns for clients, including extensions and mailing before deadlines.
- Copied, bind and mailed financial statements and proposals to clients and banks.
- Answered telephone for partners and staff and assisted with filing and mail room duties for the company.

4/1990- 4/2001 Administrative Assistant

Garcia and Bigelow Associates, LLP

New York, NY

- Functioned as an administrative assistant to 4 partners and approximately 10 accounting staff, preparing and typing financial statements and IRS correspondence.
- Handled Dictaphone and verbal transcription utilizing steno.
- Accurately collated corporate and personal tax returns for clients.
- Managed the binding of financial statements for distribution as needed.
- Prepared timesheets and monthly expense reports for partners.

EDUCATION

Queens College, Queens, NY

- Paralegal Certificate (2011)

Queensborough Community College, Queens, NY

- Associate Degree, Business Program (1997)