

Sample Resumes

Sample Resume - Chronological

NAME

31 Robson Avenue
Kamloops, BC V7J 5C2
(Internet or E-mail address)

Res: (250) 476-5432
Bus: (250) 645-8654

CAREER PROFILE

A financial administrator with over 9 years' experience in both the private and public sectors coupled with recent training in automated accounting systems. Particular strengths include:

- 5 years experience in financial accounting and reporting,
- 2 years experience in payroll management, and
- 1.5 years supervision experience.

I have also taught financial accounting courses for over 5 years with various business colleges.

EMPLOYMENT HISTORY

Supervisor

Jan 2015 - Present

Finance Department

Ministry of Environment

Government of Manitoba

Reporting to the Executive Manager, responsible for all aspects of financial accounting and payroll systems, supervise 5 staff and:

- achieved early payment incentives by developing a summary reporting system to monitor accounts payable
- decreased default payments by 20% through timely administration of an accounts receivable portfolio
- reduced training time for new staff by writing a procedural manual for accounting processes in a government department. This included securing approval from the Senior Financial Officer
- increased staff effectiveness by designing and presenting training programs on diverse aspects of accounting procedures within the public sector.

Administrative Assistant

Sept 2010 – Jan 2015

Finance and Administration

Department of Attorney General

Government of Alberta

Reporting to the Chief Executive Officer, responsible for a full spectrum of administrative processes within the Branch:

- managed all equipment purchases, space planning, contracted services and budget for various government program areas
- maximized opportunities for bidders and reduced waiting periods by developing a tendering process for contract services
- met government wide standards by managing the conversion of financial and administrative filing systems to a new protocol

Sample Resumes

- met operational targets and performance planning objectives by supervising administrative support staff with an emphasis on team building and professional development.

Accounting Officer
Global Moving and Storage
Toronto, Ontario

Jun 2009 – Sept 2010

Reporting to Chief Accountant, responsible for accounting and payroll systems:

- transferred a manual accounting system to an automated system prior to target date and below budget;
- administered payroll system for over 60 employees
- decreased overhead costs and analyzed resource efficiencies by developing and implementing value for audit procedures
- reduced accounts receivable by 20% by designing and implementing new procedures while maintaining compliance with financial policy.

Senior Accounting Clerk
Kingston Hardware Depot
Kingston, Ontario

Jan 2007 – Jun 2009

Reporting to the Senior Accountant, responsible for accounts receivable, accounts payable and payroll:

- decreased accounts receivable write-offs by designing and implementing an automated financial accounting system
- maintained currency with changes to tax legislation by revising internal procedures
- minimized inventory and storage costs by developing close liaison with suppliers.

EDUCATIONAL HISTORY

Accounting Diploma (honours)
University of Waterloo

Graduated Sept 2006

Bachelor of Arts
University of Alberta

2003 – 2006

PROFESSIONAL DEVELOPMENT

Enrolled in Certified Consulting Accounting Program - Level 3
University College of the Caribou, Kamloops

2016

PROFESSIONAL ASSOCIATIONS

Certified General Accountants Association of Canada

REFERENCES AVAILABLE UPON REQUEST (*unless requested to attach*)

Sample Resumes

Sample Resume – Functional

	NAME
31 Robson Avenue	Res: (250) 476-5432
Kamloops, BC V7J 5C2	Bus: (250) 645-8654
(Internet or E-mail address)	

CAREER PROFILE

A financial administrative clerk with over 9 years' experience coupled with recent training in automated accounting systems. Particular strengths include:

- 5 years experience in financial accounting and reporting,
- 2 years experience in payroll management, and
- 1.5 years supervision experience.

FINANCIAL ACCOUNTING SKILLS

- decreased administrative overhead for a medium sized manufacturing firm, by implementing a financial accounting system
- transferred a manual accounting system to an automated system for non-profit society prior to target date and below allocated budget
- achieved early payment incentives by developing a summary reporting system to monitor accounts payable
- decreased default payments by 20% through timely administration of an accounts receivable portfolio
- reduced training time for new staff by writing a procedural manual for accounting processes in a government department. This included securing approval from the Senior Financial Officer.

COMMUNICATION SKILLS

- met operational targets and performance planning objectives by supervising accounting and administrative staff with an emphasis on team building and professional development
- met community educational needs by teaching an introductory financial accounting program for over 5 years at a local business college
- increased staff effectiveness by designing and presenting training programs on diverse aspects of accounting procedures within the public sector
- met corporate objectives by developing training programs on quality service within both the private and public sectors.

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ADMINISTRATIVE SKILLS

- managed all equipment purchases, space planning, contracted services and budget for various government program areas
- maximized opportunities for bidders and reduced waiting periods by developing a tendering process for contract services
- met government wide standards by managing the conversion of financial and administrative filing systems to a new protocol.

SUPERVISORY SKILLS

- currently supervise 5 staff including hiring, performance management and work scheduling.

EMPLOYMENT HISTORY

Supervisor, Finance Department
Department of Environment
Government of Manitoba

Apr 2012- Present

Administrative Assistant, Finance and Administration
Department of Attorney General
Government of Alberta

Sept 2010 – Apr 2012

Accounting Officer, Global Moving and Storage
Toronto, Ontario

Jun 2009 – Sept 2010

Senior Accounting Clerk, Kingston Hardware Depot
Kingston, Ontario

Jan 2007 – Jun 2009

EDUCATIONAL HISTORY

Accounting Diploma (honours)
University of Calgary

Completed Sept 2006

Bachelor of Arts
University of Ottawa

2003 - 2006

PROFESSIONAL DEVELOPMENT

Enrolled in Certified Risk Management Accounting Program - Level 4
University College of the Cariboo, Kamloops

2016

PROFESSIONAL ASSOCIATIONS

REFERENCES AVAILABLE UPON REQUEST *(unless request to attach)*

<YourFullNameHere>

Toronto, Ontario, Canada

Cell: <yourMobileNumber> • Email: <yourEmailAddress>

Linkedin: <yourLinkedInAccount>

Summary of Qualifications

- **Oracle PL/SQL Developer Certified Associate** (validated against Oracle version 9i, 10g, 11g, 12c)
- **Oracle Database SQL Certified Expert** (validated against Oracle version 9i, 10g, 11g, 12c)
- **10** years of software Development experience in Analysis, Design, Development, Data Modeling, Performance tuning and implementation of Business Applications using Oracle Database Management System (RDBMS)
- **10** years of solid experience using Oracle PL/SQL, Oracle Forms and Reports. Expertise in Web Development/Services/XML/HTML/Javascript, Unix Shell Scripting (BASH/KORN) & Data Migration
- Pioneered, mentored and led the implementation of standard documentation templates including Requirements Traceability Matrix, Functional Design, Technical Design and Unit Test Plan document for new development teams
- Extensive experience with Core Java, MVC and Frames and Foundations Framework, advanced PL/SQL techniques
- Programming skills include: Oracle SQL, PL/SQL, Core Java, Angular JS, JSON, Oracle Forms/Reports, Mod_PLSQL, Java, JavaScript, JSP, XML, HTML, Unix Shell Scripting, C++, Pro*C
- Development tools include: Eclipse, Git Bash, Banner Enterprise, PL/SQL Developer, Frames and Framework, SQL*Plus, Erwin Data Modeler, RMAN, UNIX Shell – Redhat LINUX, Cygwin TOAD, Oracle Developer Tools (Forms 6i, 10g, 11g and Reports 6i, 10g, 11g), SOAPUI, WinSCP, PUTTY, Vi Editor, SQL*Loader, SVN, Enterprise Manager, TFS

Professional Experience

Programmer Analyst

<fromDate - ToDate>

<companyName1> Toronto, ONTARIO (Oracle PL/SQL/Forms, Core Java, Angular JS, JSON, JavaScript HTML/CSS, UNIX Shell Script)

- Successfully upgraded Banner System into version 9 by migrating oracle forms into Java Pages.
- Develop and enhance views using HTML and CSS Framework and Controllers (using Angular JS) to connect web pages into the Data Model. Proactively communicates with Database Administrators on deployment making sure the right objects are deployed. Document Test cases comprehensively
- Develop complex Oracle PL/SQL programs (procedures and functions) to generate JSON output to be used for web display as well as manipulate data in the database (inserts, deletes and updates).
- Develop comprehensive Unit Test Plan to document every scenario against the Technical Design. Provides great teamwork with testers by working on best solutions to bugs and provide guidance on test scenarios

Senior Software Developer

<fromDate - toDate>

<companyName2> ONTARIO (Oracle PL/SQL, Oracle Forms, Bash Shell Script, ASP.net)

- Initiated and led the implementation of company standard documentation templates such as Requirements Traceability Matrix, Functional Design, Technical Design, Unit Test Plan, Basic Benchmark Testing and Scrum Guide. Mentored and implemented Agile/Scrum Methodology. Received commendation from manager.

- Instigated continuous improvement and cost cutting initiatives by eliminating 5 hours/week of manual processing by automating purging of credit card tokens resulting in increased team productivity.
- Improved overall system performance of the Order Management System by analyzing queries causing bottlenecks using dbms_profiler and applying tuning techniques including indexing, re-writing queries and removing deadlocks.
- Decreased the ticket count by 10% in a span of 3 months where I wore multiple hats

Senior Software Engineer

<fromDate - toDate>

<companyName3> Kuala Lumpur, MALAYSIA (Oracle PL/SQL Forms, Reports, Bash Shell Script)

- Investigated and resolved production issues encountered in Client Administration System, a Manulife-Developed Oracle DBMS Application for administration of the company's life insurance business, using PL/SQL Debugger Tool.
- Developed packaged programs to support the logic of processing advance payouts. This includes procedure, functions and DML scripts. Develop UNIX shell scripts to automate advance payouts.

Analyst Programmer

<fromDate - toDate>

<companyName4> Kuala Lumpur, MALAYSIA (Oracle PL/SQL, Bash Shell Script)

- Designed high-level modules based on the Business Requirements Document (BRD) and technical detail designs, which were used by the programmers for software coding and development.
- Developed and test Oracle PL/SQL programs that read file records or generate output files for data migration and data warehousing. Create PL/SQL packages, procedures, functions, triggers, anonymous blocks and ad-hoc scripts that interact with the Card system.

Software Development Analyst

<fromDate - toDate>

<companyName5> Makati, PHILIPPINES (Oracle PL/SQL, SOAP, XML, Bash Shell Script, Web Services, JavaScript, HTML)

- Engaged in the successful code development, enhancement and upgrade of a Mobile Payments Gateway application that enabled Financial Institutions and Mobile Network Operators to offer e-mobile services allowing mobile subscribers to perform financial transactions using mobile phones
- Collaborate with Java Developers to identify I/O parameters and Integrate with Java Applications during testing of business logic using User Interface tools such as SOAPUI

Senior Programmer

<fromDate - toDate>

<companyName6> Makati, PHILIPPINES (Oracle PL/SQL, Oracle Forms, Korn Shell Script)

- Developed minor to major custom code enhancements for the Oracle Retail Merchandising Systems package suite software, which serviced previous clients from Bestbuy (Minnesota, USA) and Hanwah (Seoul, South Korea).
- Developed PL/SQL programs to extract records from external files, load into database tables and generate CSV and TXT files and Developed UNIX Korn shell to automate external data extract system. Enhanced own coding experience in the entire year.

Oracle Developer

<fromDate - toDate>

<<companyName7> San Juan, PHILIPPINES (Oracle PL/SQL, mod_plsql, Java, JSP, JavaScript, HTML, Bash Shell Script)

- Analyzed and developed a web application enhancement on a bank's website that allows users to automatically reset or unlock their password. This Reduced password reset and unlock calls received by 30%, with total cost savings of 250K Pesos per year.
- Developed the backend process of a Mobile Banking Application that consists of Registration, Deposit Inquiry, Bills Payment, Ecommerce and Funds Transfer.

Education

Bachelor of Science in <CourseOfStudy> <fromDate - toDate>

Consistent Academic Scholar, License Number <licenseNo> - <schoolName>