

Creating Your Networking Card

Insert Career Center Logo Here

Your Tagline: _____

Your Name: _____

Your Occupation: _____

Your Key Skills/Experience (the Bullets): _____

Your Address: _____

Your Phone #: _____ Your Cell Phone #: _____

Your E-Mail Address: _____

Any Social Media Sites/Accounts: _____

Front

Experience

- Over 5 years of direct experience in the field
- Track payables/receivables
- Review and analyze cash flow for accuracy
- Prepare financial statement, generate payroll data
- Coordinate year end audit review for tax purposes
- Monitor & call past due accounts for collections
- Supervised up to 5 other office workers

Computer Applications
Word–PowerPoint–Excel–Access–Kronos–PeachTree

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