

SAMPLE FEDERAL RESUME

Alisha Mays
123 Walnut Street
Silver Spring, MD 20906
Federal Civilian Status: N/A

Home: (703) 555-5678
Office: (703) 555-1234
Veteran's Preference: N/A
Country of Citizenship: U.S.A.

CERTIFICATIONS: Project Management Professional (PMP)

EDUCATION:

University of Maryland University College – Adelphi, MD 20783

Degree: Bachelor of Science (B.S.), May 2014

Academic: GPA: 3.85/4.0

Major: Finance

EMPLOYMENT HISTORY:

Accounting Intern

June 2014 - Present

Supervisor: Christopher Troutman (may contact)

Salary: \$15.00/hour

Kemp, Proctor, & Melon, LLP

Rockville, MD

Telephone: (410) 555-2585

Average Hours: 25 hours per week

- Responsible for data entry processing of vendor invoices, employee travel and miscellaneous reimbursements, customer collections, refunds, contract holdbacks and discounts in the Financial Business Management System (FBMS).
- Analyze and review reports to initiate corrective entries to properly identify transactions accounting classification elements for appropriate reporting of general ledger balances.
- Communicate effectively with vendors, employees and customers to explain technical or regulatory requirements regarding payments and collections.
- Perform clerical tasks such as answering office telephones, assignment of invoices to appropriate; filing and retrieving alphabetical, numerical or chronological files; and other similar routine clerical duties as directed.

ACCOMPLISHMENTS:

- Develop a two tier review system for processing invoices to reduce accounting errors.
- Implement regulatory guidelines streamlining the customer payment process which result in a 10% increase in customer satisfaction.

VOLUNTEER EXPERIENCE:

Student Volunteer Intern (Risk Management)

May 2013 – August 2013

Supervisor: Jessica Rabbit (may contact)

Overseas Private Investment Corporation

Washington, DC

Telephone: (202) 555-0903

- Provided assistance in establishing global risk measurement and management methodologies with respect to regional, country, sector and customer concentrations.
- Evaluated portfolio risk and historical performance enhancement of risk database design.

AWARDS AND RECOGNITIONS

Dean's List, 2014, 2013

Member of Golden Key Honor Society, 2013 – Present

References available upon request