Anita Job

610 King of Prussia Road Radnor, PA 19807 610-902-8306 yourname@cabrini.edu

Objective To obtain an accounting position in the private sector.

Education Cabrini College Radnor, PA

> Bachelor of Science Accounting Overall GPA: 3.8 date of graduation

Honors Deans List (list years)

Professional Brinker Capitol King of Prussia, PA dates

Experience Accounting Assistant

• Handled accounts payable, accounts receivable

• Worked with Peachtree accounting software

Tom Adams Associates Jenkintown, PA Accounting Assistant dates

• Completed and processed tax returns • Provided customer service to clients

Other **McDonalds** King of Prussia, PA Cashier **Experience** dates

• Processed customer orders, cooked, cleaned tables, monitored playroom

Activities • President of Accounting Club

• Volunteer music director at Mother of Divine Providence Church

• Tour guide at Independence National Park; International travel

Reference Available upon request