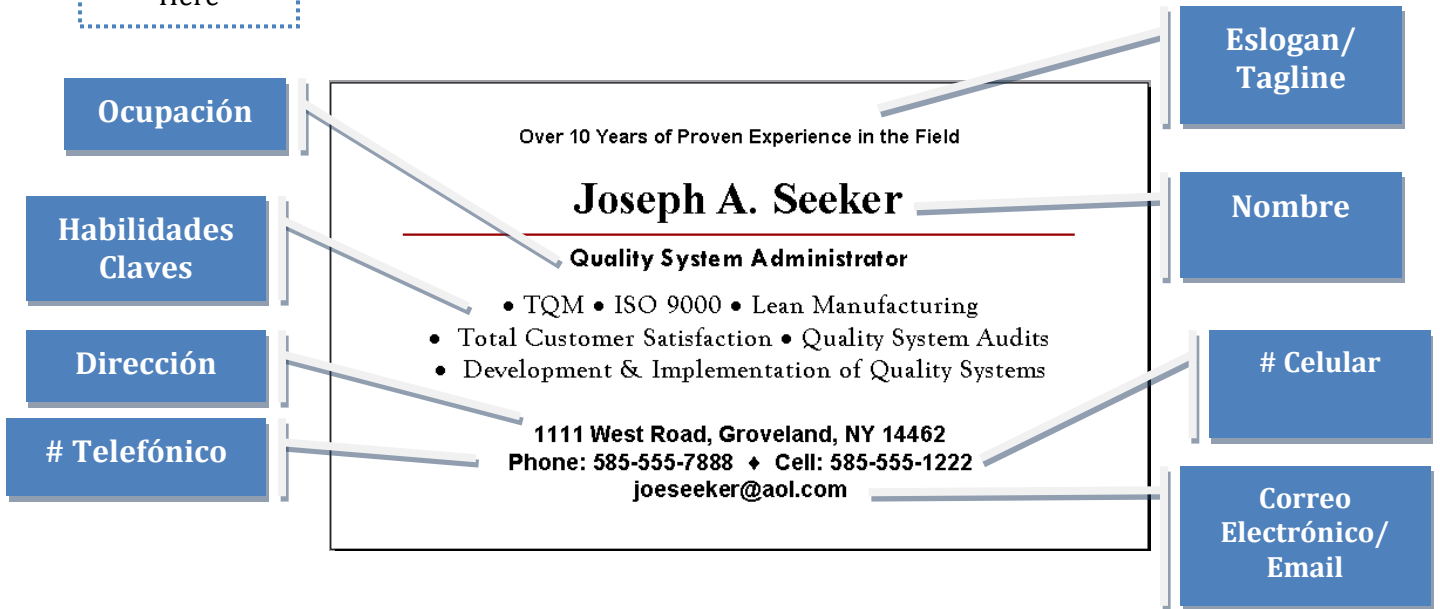


# Preparando su tarjeta de presentación

Insert Career Center Logo Here



Mi eslogan, "tagline": \_\_\_\_\_

Mi nombre: \_\_\_\_\_

Mi ocupación: \_\_\_\_\_

Mis habilidades claves/ experiencia:  
 \_\_\_\_\_  
 \_\_\_\_\_

Mi dirección postal: \_\_\_\_\_

Mi # telefónico \_\_\_\_\_ Mi # Celular \_\_\_\_\_

Mi correo electrónico (email): \_\_\_\_\_

Mis Cuentas de Medios Sociales: \_\_\_\_\_

Frente

**Jane D. Wilson**  
 Accounts Receivable/Payable  
 Office Manager  
 Phone: 555-766-8899  
 Cell: 666-773-6555  
 JaneWilson@Rochester.rr.com  
 @JaneWilson on Twitter

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

Detrás