

JOHN U. SEEKER
1234 Rivertree Street
Anytown, California 90000
(202) 444-1441

OBJECTIVE: To obtain a position in Management with the City of Torrance that will best utilize my ability as a leader, team player and creative innovator.

EDUCATION:

Bachelors of Science	1988
University of Los Angeles - Los Angeles, California Major: Finance	
Associate of Arts	1986
Oaksville College - Gordon, California Major: Management Finance	

PROFESSIONAL EXPERIENCE:

FINANCE MANAGER
ACME, Inc. 1990 - Present
Gohr, California

- Established and maintained Export Sales Division budget.
- Coordinated department expenditure program.
- Approved Non-Budgetary expenses in excess of 1M.
- Provided leadership for department's Financial Analyst.

ACCOUNTANT
GREEN, BOONE, JONES & SLAW 1988 - 1990
Gohr, California

- Prepared bank reconciliations and investment schedules; made journal entries; maintained ledgers, cost, statistical and accounting records for ISD.
- Assisted in designing forms and developed procedures for keeping financial records, made recommendations for changes to established accounting systems.
- Prepared a variety of financial statement or reports as required.

TECHNICAL SKILLS:

- Proficient in MS Word, Excel, Powerpoint, Access and Lotus Notes.
- Proficient in PeopleSoft Accounting System.

PROFESSIONAL AFFILIATIONS:

- National Organization of Finance Professionals (NOFP)