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Open

Job Description
• Job Title • Summary Description • Tasks and Responsibilities • Minor Functions • Supervisor • Qualifications • Skills Necessary • Experience Desired • Working Hours

123 . 456 . 7890

HamiltonA@gmail.com

45 Winfield Dr.
Charleston, SC 90764

CLERICAL RESUME

from Resume Genius

CAREER OBJECTIVE

College graduate with international internship experience. Seeking to leverage acquired academic knowledge and work experience into effectively filling your office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

PROFESSIONAL EXPERIENCE

OFFICE CLERK INTERN
Gamma Corporations / Liverpool, U.K
April 2016 - Present

- Assist in document scanning (100+/day) and log them in the company's proprietary computer system for future review by other internal departments, as well as the company's international offices.
- Assist in typing and distributing confidential letters for senior members daily.
- Lead internship team of 8 in developing new inventory filing system.

JUNIOR ASSISTANT PAYROLL CLERK AND CUSTOMER SERVICE
Sema Copies / Concord, NH
February 2015 - March 2016

- Observed payroll activities for 250+ employees, including the posting of checks each month.
- Assisted in answering incoming calls (avg. 60/day), helping resolve issues between customers and the billing department.
- Helped in analyzing all company data-entry systems and assisted in preparing recommendations for system-wide efficiency improvements.

EDUCATION

B.A. SOCIOLOGY
Southern New Hampshire University, Concord, NH
2018

A.A. COMPUTER SCIENCE
Southern New Hampshire University, Concord, NH
2015

KEY SKILLS

POS Systems

MS Office Suite

Spanish / English

State-Recognized Debate Skills

Problem Solving

Team Leadership

AWARDS

MOST DEDICATED INTERN
2017 / Gamma Corporations

DEAN'S LIST / 2014-2015
Southern New Hampshire University

CERTIFICATIONS

WORDPERFECT 5.1 / 2017

BASIC SIGN LANGUAGE PROFICIENCY / 2014
Granite State College

SHERYL SANDBERG

COO, Proud Mother & Women's Rights Advocate

sheryl@facebook.com

leanin.org

Menlo Park, California

EXPERIENCE

COO

Facebook

2008 - ongoing

San Francisco, CA

- Helped build Facebook's mobile business and hit 1.1bn daily mobile active users in 2016, which is 90% of all users
- Led Facebook in revamping its mobile ads strategy, bringing in \$8bn in revenue, 85% of Facebook's total revenue to date
- Led the launch of a strategic alliance with Yahoo!, making Yahoo! the largest active user base that integrated with Facebook's Open Graph
- Helped grow the team from 250 to 17k within 9 years

Founder

Lean In Foundation

2013 - ongoing

Palo Alto, CA

A non-profit organization that empowers women.

- Created a community of 33k Lean In circles in over 150 countries
- Worked and built relationships with Beyonce, Jennifer Garner, and Jane Lynch through campaigns like #BanBossy and LeanInTogether

VP of Global Online Sales and Operations

Google

2001 - 2008

Silicon Valley, CA

- Scaled the online sales team from 4 to 4,000 within 5 years, driving two-thirds of Google's revenue
- Built & managed online sales channels for AdWords & AdSense, which accounted for the majority of Google's \$16.6bn in revenue in 2007

LIFE PHILOSOPHY

"If more women are in leadership roles, we'll stop assuming they shouldn't be."

MOST PROUD OF

Making Facebook profitable

only 2 years after joining through a rigorous focus on advertising

Having a seat at the table

of the board of directors at 5 influential companies including Walt Disney, Facebook, and Survey Monkey

Building exceptional teams

by connecting with people on an emotional level, spotting their talents & helping them believe in their capabilities

Inspiring women

and becoming a leading voice for gender equality after giving a TED Talk (4M views) and writing my first book - Lean In

A DAY IN MY LIFE

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1

2

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4

5

6

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8

9

1

Drop kids off to school

2

Prepare my daily "To Do" list

3

Fight fake news

4

Research how people use social media to improve Facebook's ads targeting

5

Sit down to family dinner

6

Practice gratitude

STRENGTHS

Sales

Marketing

HR

Tech

Business Strategy

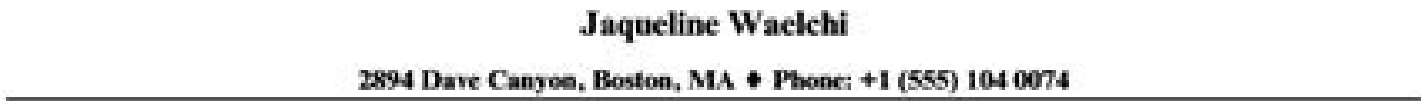
Data Analysis

Focused

Good Communicator

Persuasive

Thick-skinned



FINANCE & ACCOUNTING MANAGER

- Evidence of success in influencing, leading, supporting and motivating stakeholders to achieve agreed outcomes
- Ownership of the Finance & Accounting stakeholder relationship between Capita and TfL Finance with regards to Client Accounting & Reporting
- Develop and review control framework within accounting-relevant processes ensuring an effective control monitoring process is delivered
- Detailed knowledge of revenue recognition, budgeting and forecasting
- Assists with preparation of internal management reporting and other ad hoc reporting requests
- Opportunity to lead your own reporting, planning, and analysis team
- Detailed knowledge of technical accounting issues / detailed knowledge of accounting systems

- Monitors staff performance and works with staff to implement goals and objectives aligned with department goals
- Develops, leads, manages and motivates staff
- Manages daily workload and prioritization of assignments
- Manage month end close process
- Manage A/R process
- Business Plan Development
- Communicates with all levels of executive management and handles all escalations and resolutions

- Provide ongoing performance and development assessments of staff
- Assist in establishing goals for the department and staff
- Grateful for an individual contributor role so you have bandwidth to make improvements
- Provide support and advice to accounting team, management and department leaders
- Support business unit finance leads with special projects, accounting research and process improvement initiatives
- Analyze, report and forecast financial performance results
- Confident identifying and prioritizing process improvements for the Accounting Group

NORTH CAROLINA STATE UNIVERSITY
Bachelor's Degree in Accountancy

- Demonstrable track record of developing and maintaining strong professional relationships at all levels
- Strong analytical and problem solving skills with excellent attention to detail and a willingness to challenge
- Ability to work under pressure, work to tight deadlines with no detriment to the high quality standards expected
- Strong communication skills, ability to influence and change
- Excellent attention to detail
- Excellent time management and organization skills
- Knowledge of Generally Accepted Accounting Principles and fund accounting standards for higher education institutions
- Knowledge of fund accounting
- Ability to work in network and in group in an international environment, in a collaborative way
- Ability to work independently, exercise sound judgment, identify and set priorities for self and others, and meet deadlines in a fast-paced work environment

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