
Candace Crouse

100 Main Street
Beckley, WV 25801
(304) 456-7890
cncrouse@k12.wv.us

OBJECTIVE

To obtain an entry level position as a bookkeeper.

SKILLS

- Can utilize automated accounting software and Excel to create financial statements such as income statements and balance sheets.
- Can calculate interest due and maturity dates on debts.
- Proficient at analyzing, journalizing, and posting financial transactions.

EDUCATION

George Washington High School, Charleston, WV -

Accounting Completer

AUGUST 2016 - MAY 2018

Completed the following courses:

- Accounting I
- Accounting II
- BCA I (Word and PowerPoint)
- Business Law

Skills
Based
Resume

CERTIFICATIONS/CREDENTIALS

MOS Certified — *Microsoft Office Specialist*

2016 MOS PowerPoint, Word, Excel, and Access

EXTRA-CURRICULAR/VOLUNTEER EXPERIENCES

Volunteer at the nursing home playing bingo twice a month.

Member of the George Washington Track Team.

REFERENCES

Jimmy Martin, Accounting Teacher, 2 years, 304-256-9867
Al Smith, Supervisor at Winterplace, 1.5 years, 304-787-7685
Jane Lilly, Track Coach, 4 years, 304-673-8749

Candace J. Crouse

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OBJECTIVE

To obtain a position as an entry level bookkeeper.

EXPERIENCE

Winterplace, Ghent, WV — Clerk

December 2016 - PRESENT

Collected payment from customers and gave correct change

Assisted customers filling out paperwork such as liability waivers

Answered phone and made sure customers questions were answered

→
strong
action
verbs

EDUCATION

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Business Law

CERTIFICATIONS/CREDENTIALS

MOS Certified — Microsoft Office Specialist

2016 MOS PowerPoint, Word, Excel, and Access

SKILLS

Proficient in word processing, spreadsheets, databases, and presentation graphics software.

Excellent oral and written communication skills.

REFERENCES

Jimmy Martin, Accounting Teacher, 2 years,
304-256-9867

Al Smith, Supervisor at Winterplace, 1.5 years,
304-787-7685

Jane Lilly, Track Coach, 4 years, 304-673-8749

Resume with
Work Experience