

FUNCTIONAL RESUME

DAVID DOUGLAS
2749 Central Avenue
West Allis, Wisconsin 53219
(414) 555-8888

OBJECTIVE

Accounting position utilizing background and experience in accounting and financial

ACCOUNTING SKILLS

Analyzed financial statements, produced reports, and input data on an on-line computer system. Posted to a general ledger and generated monthly and annual reports. Reconstructed accounting records from clients' checks and cash receipts.

FINANCIAL ANALYSIS SKILLS

Implemented new program to develop accurate costs for hospital diagnostic categories. Involved interviewing departmental head to establish financial value of procedures, coordinating statistical and financial data, and designing appropriate spreadsheet format.

TRAINING AND SUPERVISION SKILLS

Supervised three junior accounting clerks and audited their accuracy. Organized and developed class materials and assisted in teaching an introductory accounting course.

EDUCATION

Bachelor of Business Administration
Majors: Accounting and Finance
University of Wisconsin-Milwaukee, May 1996

WORK HISTORY

Financial Analyst, Columbia Hospital, Milwaukee, Wisconsin 1998-Present
Staff Accountant, Lawley Manufacturing Co., Milwaukee, Wisconsin 1996-1998

Teaching Assistant, University of Wisconsin-Milwaukee 1994-1995

REFERENCES AVAILABLE

Z: www.uwm.edu