

## Utilizing Summary of Qualifications and MBA sample resume

### **Monica Wyatt**

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#### **SUMMARY OF QUALIFICATIONS**

- Over 9 years accounting and finance experience
- Extensive experience in Payroll, & Cost Budgeting
- Current CPA license
- Experience in small business and the corporate sector
- Proficient use of Excel, Word, PowerPoint, QuickBooks, Peachtree and JD Edwards
- Excellent verbal and written communication skills

#### **EXPERIENCE HISTORY**

##### **Staff Accountant, Hicks Accounting Firm, Tupelo, MS, May 2002-Present**

- Maintained general ledger for 2 distribution centers with a combined sales volume of \$200 million annually
- Collaborated with internal and external auditors to provide variance analysis, budget support, and support schedules
- Supported internal sales and distribution center management teams with ad hoc projects as required
- Reconciled all balance sheet accounts and bank statements monthly

##### **Accountant, Mitchell and Associates, Florence, AL, June 1994-May 2002**

- Prepared budgets and budget to actual reports
- Reconciled job costs and cash documentation for tax purposes
- Supervised 2 office staff

##### **Controller, Dibby College, Mountain Brook, AL, June 1989-January 1994**

- Prepared monthly financial statements
- Performed cost accounting for all university entities
- Assisted in preparation of budgets and feasibility studies
- Prepared monthly operating statements

#### **EDUCATION**

##### **Master of Business Administration, December 2011**

University of North Alabama, Florence, Alabama

Concentration: Accounting GPA: 3.9/4.0

##### **Bachelor of Business Administration, May 2006**

University of North Alabama, Florence, Alabama

Major: Accounting GPA: 3.5/4.0