

Richard Anderson

1234, West 67 Street,
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An accounting manager with more than 16 years' experience in setting up and directing accounting departments, system reviews and financial reporting and analysis for public and private corporations and small businesses.

Expertise includes Securities and Exchange Commission filings, tax preparations, automated general ledger accounting systems, audit management and training of staff. Outstanding interpersonal and communications skills.

EXPERIENCE:

Good Health Ltd., Los Angeles, California 1989-Present

Accounting Manager

Prepare monthly, quarterly and annually audited consolidated financial statements for a public healthcare company with net revenues of \$500 million.

- For five years running, financial statements for state, federal, shareholders and the securities exchange commission were prepared on time.
- Substantially reduced significant audit adjustments through better financial controls.
- Participated in the successful conversion to the G.T.E. hospital-based general ledger system without any interruption of accounting operations.
- Completed three years of delayed reporting for the pension plan and kept it and other employee benefit plans current on a timely basis for more than 5,000 employees.
- Developed a system to track primary and fully diluted earnings per share calculations including common stock equivalents.
- Revised the 10K format in compliance with segment reporting requirements and other recent GAAP pronouncements.

Christine Smith, CPA, Los Angeles, California 1987-1989

Accounting Manager

Performed public accounting for small businesses, professionals and non-profit organizations with emphasis on financial statements, taxes and audits.

- Opened the way for a 35% growth in services and revenues.
- Provided improved controls for internal operations.
- Upgraded the ten most important clients' financial reports to the latest GAAP pronouncements.

Big Bank Corporation, Los Angeles, California 1985-1987

Accounting Supervisor

Underwrote tax exempt securities, equipment finance leases and provided financial advisory services for municipalities located throughout the Western United States.

- Organized a new accounting department and recruited and trained four accountants.
- Designed and implemented a database for investor payment tracking covering leases valued in excess of \$20 million.
- Funded transactions on a timely basis upwards to \$13 million per case without a single mishap.
- Reconciled a large leasing account saving \$5 million in unaccounted transactions.

Business Enterprises, Inc., Los Angeles, California 1981-1983

Internal Auditor

Conducted audits to determine if business units were following company policies and procedures. Performed financial audits in addition to the company's independent CPA staff.

- Improved productivity by eliminating an average of two weeks field time during audits.

- Designed and implemented a department performance evaluation system to replace a non-functioning one.
- Trained four college graduates in principles of auditing that became permanent staff.
- Charted internal control systems for non-utility subsidiaries that pointed out system weaknesses and reduced loss risks.

Accountants Company, Los Angeles, California 1978-1981

Semi-Senior Accountant

Performed audits for large publicly held corporations and medium-sized privately owned companies in manufacturing and retail industries. Audited pension and profit sharing plans. During this period, fulfilled professional experience that led to CPA certification in California.

- Managed small- to medium-sized audits during the second year.
- Managed physical inventory counts for more than 25 clients.

EDUCATION:

University of San Diego, San Diego, California
Bachelor of Science Degree, Accounting, 1978

AFFILIATIONS:

American Institute of Certified Public Accountants
California Society of Certified Public Accountants
Board Member, Girl Scout Council

LICENSES:

Certified Public Accounting, California, #11111