**NO EXPERIENCE RESUME FOR ACCOUNTING CLERK**

Samuel James

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

**Professional Summary**

Detail-oriented Accounting Clerk that can keep accurate digital or hard copy records. Track record of managing an organized phone system utilizing spreadsheets to maintain complex figures and being able to review corporate and personal tax filings. Appreciates the need for accuracy and precision on every financial document.

**Core Qualifications**

* Tax Preparation Experience
* Spreadsheet Development
* Microsoft Office
* Professional Attitude
* Mathematical Abilities
* Well-Organized Associate

**Experience**

**Library Assistant20XX – 20XX, Company Name City, State**

* Assisted in reviewing corporate and individual tax returns.
* Answered the phones and distributed messages accordingly.
* Reviewed incoming correspondence and got it to the proper people.

**Sales Associate5/1/20XX – 9/1/20XX, Company Name City, State**

* Sold products to beach visitors.
* Responsible for balancing cash register each day.
* Assisted in pricing products.

**Education**

**Associate degree – Business Management**

20XX

University Name

City, State