

Sample Functional Résumé

STEPHEN BISHOP

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Summary of Qualifications

My education and experience have prepared me to be a self-directed, independently motivated individual. I am seeking a position as a Tax Auditor. My experience includes working in the following areas:

- Auditing
- Bookkeeping
- Collections
- Consulting
- Cost Accounting
- Fiscal Reporting
- Office Management
- Property Assessment

Professional Experience

May 1988 to Present

Tax Technician II, Business Taxes

Board of Equalization, Sacramento District Office, Sacramento, CA

March 1987 to May 1988

Owner/Manager

3-Star Bookkeeping Services, Sacramento, CA

December 1984 to March 1987

Manager, Accounting Unit

Southern Pacific, Sacramento, CA

June 1984 to December 1984

Eviction Coordinator, Property Management Section

Global Properties Management, Los Angeles, CA

January 1983 to June 1984

Cashier, Collections Unit

Global Properties Management, Los Angeles, CA

Education and Training

June 1991

Bachelor of Science, Accounting

National University, Sacramento, CA

June 1984

Associate of Arts, Business

Los Angeles Trade Technical Community College, Los Angeles, CA

June 1982

Office Support Certificate

ITT Business School, Los Angeles, CA

REFERENCES AVAILABLE ON REQUEST