

LINDA CLIMBER

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ADMINISTRATIVE PROFESSIONAL

Energetic, accomplished professional with **more than 15 years of office and accounting experience**. Reputation for effective team management, quality office administration, and strong organizational techniques. Detail-oriented with excellent written/oral communication skills to establish strong relationships and succeed within fast-paced environments. Possess outstanding analytical capabilities and demonstrated talent to provide comprehensive support. Solid multi-tasking and time management skills.

PROFESSIONAL EXPERIENCE

ABC OFFICE LTD. – ANYTOWN, AB Office Manager

2002 – Present

Oversee various office and administrative management functions, including purchasing, bookkeeping, payroll, and client relations for this multi-million dollar law firm. Direct day-to-day operations; supervise 9 front desk personnel. Mentor and train new office employees, promoting optimal quality and customer service.

- Spearheaded transition of manual filing system to computerized database, thereby **increasing overall productivity and efficiency**.
- Developed and implemented an innovative advertising campaign, which **boosted client referrals by 20%**.
- Introduced several key initiatives that reduced staffing requirements and **eliminated all overtime**.
- Coordinated and presented **on-the-job training programs** to enhance office staff's level of performance, and encourage personal/professional development.

BILL JONES PROFESSIONAL CORPORATION – ANYTOWN, AB Accountant

1992 – 2002

Recruited to the largest accounting firm in Anytown, AB to manage all facets of accounting and financial activities. Provided accurate and timely processing of accounts payable/receivable, payroll, income tax preparation, T4/T5 summaries, GST returns, bookkeeping, and general accounting functions. Identified and resolved discrepancies and reporting issues; communicated financial findings to clients.

- **Slashed operating expenses 25%** by prioritizing workflow and restructuring office procedures.
- Automated several key functions, which **reduced accounting payroll costs 32%**.
- Successfully **negotiated a \$500,000 credit line** with major bank.

EDUCATION

Bachelor of Business Studies in Accounting • University of ABC, Somewhere, AB (1991)

Technical Proficiencies: Microsoft Word, Excel, Access, Peachtree, QuickBooks

*"Ms. Clumber has been a real asset to our company.
She is a dedicated and loyal individual, who puts client and company needs first."*
– Bill Jones, Owner, Bill Jones Professional Corporation -