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FUNCTIONal Resume Template – SINGLE TRACK

**Collins Mackey**

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**Office Manager**

***Bringing 25+ years of office administration and full-charge bookkeeping experience as follows:***

* Accounts Payable / Receivable
* Weekly Payroll
* Credit and Collections
* Statement Billings
* Expense Control
* Account Management
* Account Reconciliation
* Month-end Closings
* Human Resources Management
* Staff Training and Supervision
* Customer Service / Client Relations
* Computerized Processes

**Professional Experience – Overview**

***Recognized throughout longstanding career for ability to develop, implement, and manage full-charge, computerized bookkeeping functions while overseeing multifaceted office administration procedures***

* As Office Manager, for August Publications, fully manage company-wide accounting and reporting functions for five subsidiaries, as well as weekly payroll processes for 45 salaried employees.
* Liaison between senior management, employees, and clients to ensure proper lines of communication critical in addressing myriad problems and issues requiring and issues requiring immediate attention and resolve.
* Manage Accounts Payable/Receivable and expense-control procedures, including bank and account reconciliation, cash receipts, disbursements, finance charges, billings, invoicing, purchase order and inventory verification, chargebacks, rebates, and preparation of daily bank deposits.
* Negotiate and enforce collections to recover funds and expedite the clearance on delinquent accounts.

**Work Chronology**

Office Manager August Publications, Hauppauge, NY 1996-present
Office Manager Quality Insurance, Huntington, NY 1986-1996
Controller’s Assistant Georgia Interiors, Farmingdale, NY 1979-1985
Accounts Payable/Receivable Clerk Syobel Corp., New York, NY 1975-1979

**Computer Proficiencies**

Microsoft Office; Lotus; Peachtree Accounting

**Education**

Bachelor of Arts, Business Management/Accounting, Banes College

\*This template is adapted from *Gallery of Best Resumes*, edited by David F. Noble