

## Reverse Chronological

New graduate/ related degree/ related work experience

### MARIE A. PUCCI

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**OBJECTIVE:** Career in Accounting

**EDUCATION:** B.S., **Cum Laude**, May 200x  
Montclair State University, Upper Montclair, NJ  
Major: Business Administration  
Concentration: Accounting - GPA 3.50  
Overall GPA - 3.1

**HONORS:** Dean's List

**RELATED EXPERIENCE:** Bookkeeper, Financial Benefits Research Group, Roseland, NJ (10/99 - Present)

- Use Lotus 1-2-3 to prepare clients' balance sheets and income statements.
- Use a computerized ledger system to record receipts and disbursements.
- Print computer form checks, run reports and account summaries.
- Verify financial transactions.

**OTHER EXPERIENCE:** Customer Service Representative, Community Savings Bank, Nutley, NJ (10/98 - 9/99)

- Opened new accounts; informed customers about bank products.
- Sold bonds and certificates of deposit.
- Prepared monthly reports.
- Handled correspondence and discrepancies in accounts.

Salesperson, Allwood Pharmacy, Clifton, NJ (9/97-4/98)

- Handled cash and credit transactions; maintained inventory.

**ACTIVITIES:** Montclair State University Accounting Club Member  
Vice President, Delta Sigma Chi  
College Life Union Board Member  
Special Olympics Volunteer

**REFERENCES:** Furnished upon request

### Related

**Experience:** Marie examined her past work experience and decided that her bookkeeping job was somewhat related to her career goal. As a result, she placed it in a related experience section to give it emphasis.