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# FUNDAMENTALS OF ACCOUNTING, BUSINESS AND MANAGEMENT 1

FOR SENIOR HIGH SCHOOL



DR. MARIFE AGUSTIN-ACIERTO  
BENJAMIN A. ABARQUEZ JR.

## Robert Smith

Deputy General Manager

### PERSONAL STATEMENT

Highly skilled Deputy General Manager, responsible for providing overall leadership and direction for transmission, generation, market operations, distribution, district cooling and energy, IT, strategic planning, and emerging technology functions.

### WORK EXPERIENCE

**Deputy General Manager**

ABC Corporation - January 1997 - July 2000

Responsibilities:

- Responsible for Company P&L and daily operation.
- Developed projects transfer technology and training local employees in the area of polymer mixing, product design, product applications, mold design, and manufacturing process.
- Developed management systems and management team by selecting and training local employees.
- Supervised engineering department, test lab, and new product qualification for automotive OEMs.
- Started from partner searching, negotiation, reaching a final agreement, establishing the joint venture to finally managing the company.
- Built the company from making business plans, making a layout plan, hiring people to finally establishing the company.
- Managed the finance and accounting of the company.

**Deputy General Manager**

Delta Corporation - 1994 - 1997

Responsibilities:

- Administered a flight service department of 600 employees.
- Liaised with other departments, domestic and foreign stations to ensure smooth day to day operations. Ensured the development and maintenance of.
- Leading Spanish Publisher present in 25 countries, dedicated to the Publishing business.
- Nowadays one of the 3 most important enterprises in the world is the editing sub-sector that distributes its products on a massive scale.
- Deputy General Manager Management of Del Prado Japan, business in Asia (Japan, Taiwan, and Hong Kong).
- Controlling all the areas of the company from Advertising, Marketing, Sales, Administration, Finance & Accounting, Logistics, and distribution.
- Managing all the company business on behalf of the General Manager and base on the authority I have for signing contracts between the company.

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
www.qwikresume.com

### SKILLS

Financial Skills,  
Accounting Skills,  
Collaborating Skills.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

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## Robert Smith

Utility Billing Clerk

### PERSONAL STATEMENT

Seeking a Utility Billing Clerk position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

### WORK EXPERIENCE

**Utility Billing Clerk**

ABC Corporation - June 2007 - 2007

Responsibilities:

- Provided financial record-keeping functions & performs skilled level work in billing, routing, calculating, posting in order to obtain financial data for use in maintaining accounting records & customer service.
- Used office machines, fax, copier, computer.
- Contributed to team effort by accomplishing related results as needed.
- Verified entered data by reviewing, correcting, deleting, or reentering data.
- Performed file maintenance of all utility billing financial documents and record retention.
- Researched, gathered, and posted information and writes monthly reports for management related to accounting information.
- Opened new accounts and termination of accounts.

**Utility Billing Clerk**

Delta Corporation - 2003 - 2007

Responsibilities:

- Opened accounts Sent the gas, electric, and water departments out to check issues issued bills and took in money on accts Set up for new housing with.
- Review incoming scrolls or electronic information to prepare billing for utility customers Process information into the billing system, review bills.
- Utility billing for 850 accounts & handled collections & all billing related issues Helped residents solve their billing questions & problems.
- Enter cash receipts for approximately 800 bills per month & balanced cash drawers.
- Responsible for maintaining billing systems, collecting payments, customer service, bad debt collections, and updating billing software database.
- Clerical duties that included answering phones, filing, making copies, record keeping, schedule payments, etc.
- Interacted with clients on a daily basis to assist them with complaints, concerns, questions, etc.

### CONTACT DETAILS

1737 Marshville Road,  
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info@qwikresume.com  
www.qwikresume.com

### SKILLS

Time and inventory management, detail orientation, Sales, Customer service, and Accounting.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

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