# Returning to Work Resume

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Mary Doe | 1111 Sample Street | Nonexistent, IN 12345 | 555-555-5555 | maryemail@example.com

**Objective:** To obtain a management position in a vibrant office where my organizational skills and scheduling savvy can perfect office routines to create a more streamlined environment.

## Skills

- Juggling multiples schedules, making appointments, setting reminders
- Proficiency in Microsoft Office Suite
- Accounting experience using cash accrual method in QuickBooks
- Experienced in developing and maintaining a budget

## Education

Associates Accounting, Local Community College, 2009
- 4.0 GPA
- Member of Student Accountants Association

## Employment History

Bookkeeper, My First Job Company
Nonexistent, IN 2009-2010

Kept financial records for a small towing business. Responsible for issuing payroll on a weekly basis. Paid quarterly taxes and filed annual taxes for the company. Scheduled meetings for travel and executives.

## Volunteer Experience

PTA Secretary, Nonexistent Middle School
Nonexistent, IN 2012-present

Kept a monthly and annual schedule for the organization. Responsible for correspondence to parents and school faculty. Taking meeting minutes, transcribing into specified format and digitally archiving. Created and maintain a website for parents, students and teachers to interact and get updates on PTA news.

## Professional Affiliations

Board Secretary, Mommies at Home Organization
Nonexistent, IN 2011-present

## References

Available Upon Request