

Henry Turpy

6/8 Philip Crescent
Ascot Vale, VIC 3058
h. 9933 3388
m. 0400 200 200
h.turpy@optus.net.au

Career Objective

I'm keen to work in the Accounting/Finance industry in a challenging setting. I want to learn new skills and enjoy working in a team environment. My strengths are my interpersonal skills and ability to problem solve.

Employment

Nov 2001 – Feb 2002 Accounting Assistant
Vacation Work Placement
Crew Accounting Services

Responsibilities:

- Compiled monthly reports for management committee
- Answered customer queries regarding their unpaid accounts
- Provided administration support for the Accounting Coordinator

Achievements:

- Completed tasks quickly, efficiently and met all deadlines.
- Received excellent feedback from my supervisor and colleagues regarding my positive attitude and strong work ethic.
- Handled customer enquiries with professionalism and sensitivity.
- Showed strong attention to detail on all reports completed.

Skills

Analytical Skills

- Provided recommendations to Accounting Coordinator to improve the data integrity of management reports
- Worked with a team of 8 students to provide recommendations for the streamlining of accounting systems within a small business. Our team was awarded a distinction.

Computer Literacy

I regularly use the following computer software packages:

- MS Excel
- MS Word
- MS Access
- MS Powerpoint

Interpersonal and Communication Skills

- Feedback from supervisor and staff at Crew Accounting Services stated that I had excellent communication skills with customers and was professional and friendly to work with.
- Able to bring people together in a team project for university. I kept everyone on-track and motivated to get the project completed.

Education

2001-2004

Bachelor of Commerce
LaTrobe University

2000

VCE
Flemington Secondary College

Academic Achievements

2003 Received distinctions for Accounting Systems and Project Management subjects.

2000 Debating Captain at Flemington Secondary College

Interests and Activities

Computer games, debating, cooking and latin dancing

Referees

Mr Bob Field
Lecturer – Accounting Systems
LaTrobe
w. 9933 2222

Mrs Helen Richards
Accounting Coordinator
Crew Accounting Services
w. 9925 5555