

**Joe Bloggs**  
Ph: (03) 9995 5554  
Mobile: 0401 222 333  
Email: jbloggs@hotmail.com

## **KEY SELECTION CRITERIA - GRADUATE ACCOUNTANT**

### **Account Reconciliation**

- Reconciled accounts for Marty's Music Shop for 2 years
- Completed Account Reconciliation Projects in my undergraduate Accounting degree.

### **Improving and streamlining business systems and controls**

- Suggested and implemented changes to customer service processes while at KFC Ringwood, which improved the time it took to serve customers
- Streamlined account process at Marty's Music Shop, which led to improved accountability of ordering new instruments.

### **Team Work and Interpersonal Skills**

- Worked in a team of 6 trainees and was promoted to team leader within 6 months at KFC Ringwood
- Organised and coordinated a camping trip for 20 of my peers at Grampians National Park

### **Communication and Analytical Skills**

- Designed a new accounts procedure for Marty's Music shop based on the new manager's requirements to improve budget accountability.
- Coached and trained an Under 12 Basketball Team at Eltham Basketball Stadium
- Coordinated a group of 10 volunteers at a local tree planting day at Blackburn Sanctuary Lake Reserve