

# Simon Ford

## Book Reviewer

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📍 Schillerfurt, Iceland



## MY LIFE PHILOSOPHY

Books are a uniquely portable magic. - Stephen King

## SUMMARY

Enthusiastic and detail-oriented Book Reviewer with over 5 years of experience in financial bookkeeping and reporting. Proficient in QuickBooks Online (QBO) and skilled in maintaining accurate financial records, performing account reconciliations, and preparing financial reports. Strong organizational and time management abilities, along with problem-solving skills, have enabled me to drive efficiency and accuracy in financial operations. Committed to delivering high-quality results and contributing to the success of the team. Proud of implementing an automated reconciliation system, reducing manual effort by 50%. Excited to bring my expertise to a dynamic and innovative organization.

## STRENGTHS



### Attention to Detail

Consistently maintained accurate financial records, resulting in error-free financial reports and compliance with legal requirements.



### Time Management

Effectively managed workload and prioritized tasks to meet tight deadlines, resulting in timely and accurate financial reports.



### Organizational Skills

Developed and implemented an efficient system to account for financial transactions, ensuring smooth operations and easy retrieval of records.



### Problem Solving

Proactively identified discrepancies in financial records and implemented corrective measures, resulting in improved accuracy and efficiency.

## EXPERIENCE

### Senior Bookkeeper

#### ABC Financial Services

📅 2022 - Ongoing 📍 New York, NY

Managed financial transactions for multiple clients, including account reconciliation, payroll processing, and financial reporting.

- Streamlined bookkeeping processes, resulting in a 30% reduction in time spent on data entry.
- Prepared and analyzed monthly financial statements, identifying cost-saving opportunities that resulted in a 15% decrease in expenses.
- Collaborated with clients to develop customized financial reports, meeting their specific needs and improving client satisfaction.

# Resumes Writers Workbook

**Michael Holley Smith**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

## **Resumes Writers Workbook:**

**The Resume Writer's Workbook** Stanley Krantman, 2008 Written in a simple and easy to understand format this edition will guide you step by step not only preparing a resume but with the entire job search process *The Resume Writer's Workbook* Stanley Krantman, 1995 This unique workbook enables students of all background to not only create a top notch resume but also master crucial job search skills quickly easily Features Each resume chapter has a worksheet to complete each critical resume section Additional chapters on references cover letter networking and interviewing Comes complete with a detailed job search journal ALSO AVAILABLE INSTRUCTOR SUPPLEMENTS CALL CUSTOMER SUPPORT TO ORDER Instructor's Manual ISBN 0 8273 6944 1 [Resume Writer's Workbook: Marketing yourself Throughout the Job Search Process](#) Stanley Krantman, 2012-01-30 THE RESUME WRITER'S WORKBOOK 4TH EDITION is an easy to understand text that provides step by step guidance on creating outstanding resumes and preparing for the entire job search process It helps students develop a solid plan to market themselves to potential employers teaches them how to write effective and eye catching cover letters and includes comprehensive coverage about searching for jobs online Important Notice Media content referenced within the product description or the product text may not be available in the ebook version [Résumé Magic](#) Susan Britton Whitcomb, 2010 All the tricks professional resume writers use to create eye catching results driven resumes are revealed in this must have guide Renowned as the definitive resource for writing and designing resumes Resume Magic combines great tips with before and after resume transformations to explain the nuts and bolts of resume creation Author Susan Britton Whitcomb connects professional techniques with actual examples to demonstrate why the techniques work Any college student recent graduate or job seeking adult will use the strategies and advice provided in this book a thousand times over **The Resume Writing Guide** Lisa McGrimmon, 2014-11-03 Write a Winning Resume Step by Step The Resume Writing Guide updated for 2015 will show you step by step exactly how to create a resume that makes a great impression and gives you more power in the job search process It breaks the big complex job of resume writing into small completely manageable tasks so you easily can write a resume that is tailored to show you at your best Learn From the Experience of 2000 Job Seekers In this book you ll find the kind of expertise that only comes from real experience Lisa McGrimmon has written over 1000 resumes and helped over 2000 job seekers find work She knows how to coach people through the process to create real resumes that give real results for real people Guidance Through the Process The Resume Writing Guide takes you through the actual process of creating a resume one step at a time carefully guiding you through each decision It isn't just a collection of rules and tips The process is broken into small simple steps In each chapter you will complete a few tasks and if you complete all of the tasks to the best of your ability once you reach the end of the book you will have written a resume that shows you in your best possible light Learn How to Deal With Resume Challenges Lisa has used this process successfully with clients from all walks of life and with all kinds of work histories She has written resumes for career

changers people returning to work after several years without paid employment new immigrants recent graduates older workers people in competitive and declining industries This book isn't just for the lucky few who have a perfect career history It gets into the heart of how to write resumes that pop even if you're worried that you may have some challenges to overcome New for 2015 The second edition has been revised and expanded to include up to date information about trends in resume writing and job hunting including 2 new chapters about writing applicant tracking system ATS optimized resumes Not a 20 Minute Resume Guide This book is not for people who want to knock out a resume in 20 minutes It is a meticulous step by step guide through each phase in the resume writing process It shows you how to structure each section write compelling statements and make smart decisions about content to highlight your individual strengths and minimize weaknesses Thoughtfully completing the tasks in this book will take time but it will be time well spent In the end you will have a winning resume that is perfect for your needs and structured to show you at your best Partners in Resume Writing Good career coaches will not write a resume for you they will write one with you as partners You and the career coach both bring important information to the table Throughout this book you and Lisa will be partners Lisa will be the expert on how to create a resume You will be the expert on your own career Lisa will show you how to decide what information you should include how to write compelling content how to structure sections to highlight your strengths and how to minimize concerns you may have about your work history Your task is to take that information and apply it to what you know about your own career In this partnership you can create an effective resume that gets you one big step closer to landing the job you want Scroll up and click to buy *Echap-Resume Writers Workbook* Krantman,2002-05 **The Resume Writer's Handbook** Michael Holley Smith,1993 Subtitle on cover A comprehensive step by step writing guide and reference manual for every job seeker *The Complete Book of Resumes* Karen Schaffer,2005-11-01 Crafting the perfect resume is the first step for job seekers And these days employers have tons of different filters to weed out candidates and narrow their hiring pool The Complete Book of Resumes is packed full of information on crafting a resume and the kind of structure and language that will get an employer's immediate attention as well as tons of samples for readers to use as a guideline for success The Complete Book of Resumes includes information on How to begin if you're starting from scratch The profile or the most important part of your resume Work experience or What have I been doing all these years Punching it up how to make a good resume great The career transition resume chapter for brave souls You're just starting out Big leaps positioning yourself for jobs above your current level Including more than 300 resumes The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience [Resume Writer S Workbook-Ebook](#) Krantman,2002-09-01 **Writer's Guide to Book Proposals** Anne Hart,2004-04-19 Here is your new author's guide to writing winning book proposals and query letters Learn how to find free media publicity by selling solutions to universal problems The samples and templates of proposals query letters cover letters and press kits will help you launch your

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