Steven Tyler

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# career objective

To utilize my 6+ years of accounting experience, organizational skills, and expertise in information technology in an an Assistant Accountant position within a Not for Profit organization.

# Education

Bachelor of Communication 2006 - 2009

Massey University, Wellington

Bachelor of Commerce 2003 - 2006

Massey University, Wellington

**Certificate in Business**

Nelson Marlborough Institute of Technology 2002 - 2003

# key skills and ACHieVEMENTS

* Advanced level user of Oracle, SAP, MYOB, Xero, MS Excel, MS Word, MS PowerPoint, MS Outlook.
* **Strong leadership skills, having worked as a manager with 10+ staff.**
* Achieved an appreciation certificate from an external client for ‘Excellent Customer Service’ while working with the company’s auditing team and assisting the client’s financial analysis team.
* Wrote a 50-page user manual for training of new staff members.

# WORK Experience

ACCOUNTS ASSISTANT

Jones International, Motueka, Nelson July 2009 – April 2015

Jones International is a Nelson based financial services company the focuses on providing mortgage, insurance, and investment services to individuals; staff total 88 with turnover of $NZ 6 million.

Responsibilities:

* + - Updated the general ledger including completing monthly general ledger reconciliations and resolving queries.
		- Performed accounting consultancy service for business clients.
		- Maintained fixed asset schedule and calculated depreciation on a monthly basis.

# INTERESTS

I am a very active person and I enjoy running, swimming, and playing football in my free time. I have recently taken up running and am currently in training for my first half-marathon.

# REFERENCES

**Bob Marley**

Managing Director

Michael Black Recruitment

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**Susan Bluestone**

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