

**Josephine Murphy**

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**Career Objective**

Recent accounting graduate looking for a position in accounting and finance where I will have the opportunity to utilise my skills, put learning into practice and make a positive contribution.

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**Education**

2014

**BBus (hons) Accounting**

Cork Institute Technology

1.1

**Core Modules**

(give 6-8 of most relevant)

**Project**

(Title in italics, what you did, how & what was the outcome?)

2009

**Leaving Certificate**

450 points

St Mary's, Cork

A2 in Accounting

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**Key Skills****Communication and teamwork**

Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work.

**Ability to meet deadlines and work under pressure**

Developed excellent time management skills having worked whilst studying for a full-time bachelor degree. Ability to multitask and work under pressure to meet deadlines while maintaining accuracy, and have never been late with an assignment.

**Enthusiastic, hard-working and eager to learn**

Reliable and trustworthy, with a strong work ethic and values.

**Technical skills**

Strong technical proficiency in Microsoft Office 2010 (Excel, Access, Word, PowerPoint), some experience with QuickBooks.

## Language skills

Fluent in spoken and written English and German.

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## Employment History

### Accounting Assistant

Byrnes 123, Puddle St, Cork

Sept 2013 – Present

#### Responsibilities:

- Performed bookkeeping/accounting duties, including accounts payable and receivable, reconciliations and payroll tax
- Prepared financial reports
- Managed the database accurately and kept it up-to-date
- Maintained confidential records and files. Created documents, Excel spreadsheets and brochures
- Managed internal and external correspondence and emails
- Provided customer service and handled customer queries
- Kept detailed and accurate accounting records and ensured compliance to current legislation

### Accounting Assistant,

Looby & McCarthy's, Cork

May 2012 – Sept 2013

#### Responsibilities:

- Reported directly to the chief accountant and owner
  - Assisted accounting staff in managing accounts receivable/payable and end-of-month reconciliation
  - Remitted cheques and cash to the bank
  - Made purchases, preparing invoices and keeping track of overdue accounts
  - Maintained confidential documents and records
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## Professional Affiliations

Member of ...

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## Interests

Rowing, member of local group, meet weekly.  
Photography, member of amateur photography club.

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## References

Available on request