

**Diane H. Nason**

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## **OBJECTIVE**

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Seeking employment as a bookkeeper/accounting clerk or assistant bookkeeper to controller.

## **EXPERIENCE**

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### ***1997-Present***

#### ***Self Employed***

**Anchor Management Systems, Inc.**, Plainview, New York

Commercial Cleaning Company

Bookkeeping, payroll, billing and collections and bank reconciliations

Peachtree G/L, Excel and Word

### ***1994-1997***

#### ***Part-time Clerk***

**First National Courier Messenger Service**, Woodside, NY

### ***1983-1991***

#### ***Corporate Accountant & Data Analyst***

**Helmsley-Spear**, 60 E. 42nd Street, New York, NY

Lotus and Solomon program experience

Worked in corporate accounting for real estate company

Entered data entries for accounting managers

### ***Feb 1983 - Oct. 1983***

#### ***Mutual Funds Analyst***

**Alliance Capital Management Corporation**, 140 Broadway, New York, NY

Data entry for mutual fund group

### ***Summer 1981 - 1982***

#### ***Summer Intern***

**IBM**, 1133 Westchester Avenue, White Plains, NY

Data Entry and computer work

## **EDUCATION**

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B.A. in Accounting, January 1983

Queens College, Queens, NY

## **PERSONAL**

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Widowed, Two Children

Hearing impaired-however hear and speak well through cochlear implant

## **REFERENCES**

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Will be furnished upon request