

DENNIS A. COOPER

3801 West Avenue  
Chicago, Illinois 60636  
Telephone: (312) 236-5800

OBJECTIVE

Junior Accountant

AREAS OF  
KNOWLEDGE

Retail Sales	Mailroom Operations
Cash Handling	Office Procedures
Customer Relations	Stock Handling

PERSONAL

Birthdate: 4-1-52	Single
5'7" 160 lbs.	Excellent Health

EDUCATION

Austin High School, Chicago, Illinois  
Graduate 1970  
Metropolitan School of Business, Chicago, Illinois - 2 years  
AA Degree 1973 - B Average  
Over 40 Accounting hours

EDUCATIONAL  
HIGHLIGHTS

Metropolitan School of Business - 2 years  
Graduate, Business Administration and Higher Accounting:  
Accounting Federal Taxes  
Intermediate Accounting Auditing  
Advanced Accounting Municipal Accounting  
Cost Accounting General Accounting

Additional Courses:  
Business Mathematics Economics  
Business Law Marketing  
Finance Advertising  
Management Data Processing

SUMMER AND  
PART-TIME  
EXPERIENCE  
1972  
1973  
(Part time)

WIEBOLDT'S, INC., Chicago, Illinois.  
Department store chain.

Position: Salesman, Cashier

Responsibilities:

- Sell to the public, in various store areas.
- Handle cash sales and charge sales as Cashier in self-service hardware department.
- Assist the Manager with merchandise displays.

Reason for Change: To secure permanent position in Accounting field after graduation.

Summer, 1971

KRAFT FOODS, Chicago, Illinois.

Position: Mailboy

Responsibilities:

- Open, sort and deliver incoming mail.
- Operate the Xerox machine.
- Run errands, including bank deposits.
- Collect and process outgoing mail.

Reason for Change: To attend school.

Feb., 1969

JEWEL FOOD STORES

May, 1970

(Part-time  
High School)

Position: Stock Boy

SALARY

Open to discussion.

TRAVEL

Readily agreeable to travel as required.

LOCATE

Willing to relocate for the right opportunity.

MILITARY

Not vulnerable to call. Draft lottery number 318.

AVAILABILITY

Immediate

INTERESTS

Tennis, bowling, spectator sports, reading.

REFERENCES

Mr. William Peters, Partner  
Brown and Peters, Certified Public Accountants  
5721 W. Peterson Avenue  
Chicago, Illinois 60643  
Phone: (312) 678-9120

Mrs. June Sampson, Supervisor  
Wieboldt's, Inc.  
1104 Church Street  
Chicago, Illinois 60635  
Phone: (312) 216-7824