

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ◆ (555) 432-1000 ◆ resumesample@example.com

EXECUTIVE PROFILE

Capable Accountant successful at managing multiple projects and consistently meeting deadlines under pressure. Extensive knowledge of accounting software and processes. Team-oriented who prepares clear, comprehensive financial reports for executive-level management. Dynamic and highly qualified with extensive knowledge of accounting principles.

PROFESSIONAL VALUE OFFERED

- Researched and resolved billing problems that had been previously missed.
- Operated computers programmed with accounting software to record, store, and analyze information.
- Maintained accurate accounts including cash inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions.
- Knowledge of double-entry accounting method and cash-basis accounting method.

SKILLS

- | | |
|---|---|
| <ul style="list-style-type: none">• Analytical reasoning• Budget forecasting expertise• Account reconciliation expert• Financial planner | <ul style="list-style-type: none">• Effective time management• Advanced computer proficiency (PC and Mac)• Strong organizational skills• Excellent managerial techniques |
|---|---|

WORK EXPERIENCE

Accountant, 03/2017 - Current

American Advanced Management, Inc – Coalinga, CA

Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software. Performed field audits on wide variety of clientele using Quick Books System. Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions. Completed monthly, quarterly and annual bank reconciliations for more than two dozen companies. Managed accounting operations, accounting close, account reporting and reconciliations. Aligned all financial activity with the regulations of the GAAP.

Accountant, 01/2017 - Current

American Advanced Management, Inc – Riverbank, CA

Evaluated accounting requirements during discovery meetings with potential clients. Provided reliable and timely project by project expense, capitalization, amortization and spend data for all departments. Tracked all capital spending against approved capital requests.

Bookkeeper, 09/2016 - 03/2017

Admarketplace – New York, NY

Updated confidential employee banking information with accuracy and speed. Maintained accounts receivable documentation electronically and on paper. Increased efficiency and alleviated work loads by creating a new Excel financial recording system. Entered weekly sales and customer count sheets for review by management. Processed payroll, electronic deposits and employee pay adjustments. Researched and resolved collections and billing disputes with tact and efficiency.

Controller Assistant, 09/2016 - 03/2017

Flex – San Jose, CA

Maintained compliance with company and legal requirements. Completed quarterly and yearly audits. Systematically prepared documents and assembled financial statements for independent auditors. Executed accounts receivable reporting enhancements and reconciliation procedures. Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines. Collaborated extensively with auditors during preliminary and year-end audit processes.

Controller, 04/2010 - 07/2016

Arthur J Gallagher & Co. – Burlington, NJ

Restructured and analyzed Profit Software System to improve budget reporting. Thoroughly reviewed financial statements and tax audits to correct any discrepancies. Revised and streamlined inefficient work procedures with automation software. Educated management on strategies for minimizing tax liability. Reviewed all tax returns prepared by individual departments before approval. Supplied detailed tax documentation needed to submit accurate corporate returns. Reviewed program needs and recruited qualified staff.

LANGUAGE SKILLS

- Bilingual Spanish/English
- Fluent reading/writing Portuguese.

CERTIFICATIONS AND CREDENTIALS

Certified Public Accountant CPA - # 138.882 (2014-2015 Venezuela)

ACADEMIC BACKGROUND

BBA: Accounting, 2014

Andrés Bello Catholic University - Caracas, Venezuela

5 year Degree; Emphasis in Business Administration

- Generally Accepted Accounting Principles, 4 semesters.

- International Financial Reporting Standards, 4 semesters.

- International Auditing Standards, 4 semesters.

- International Accounting Standards, 4 semesters.

- Costs, 4 semesters.

- Business & Managements, 2 semesters.

- Economics, 4 semesters

- Financial Math, 4 semesters.

Course: Informatics Engineering, 2009

Andrés Bello Catholic University - Caracas, Venezuela

1 year course

High School Diploma: 2008

Saint Anthony of La Florida - Caracas, Venezuela

Minor in Science

Seminar: California Payroll Law, 2016

Fred Pryor Seminars & Career Track - Burbank, CA

- QuickBooks

- Microsoft Excel

Seminar: Tax Planning and Prepaid Taxes, 2014

KPMG - Caracas, Venezuela

Seminar: SAP, 2013

Andrés Bello Catholic University - Caracas, Venezuela

TECHNICAL SUMMARY

- **Microsoft Windows:** Medium, download and install software's, printers, scanners, setup networks, internet connections, sharing files, remote work/connections, antivirus, basic skills in server, domains, my sql data base.
- **Word:** Advanced, tables, graphics, envelopes, insert, do formats, labels, hyperlink, block, others.
- **Excel:** Advanced, pivot table, insert, graphics, do formats, formulas, hyperlink, logical conditions, financial, find, replace, lookup, block, group, data validation, filters, freeze panes, macros, others.
- **PowerPoint:** Medium, effects, graphics, presentation, exporting, importing image, editing videos, text, publicity.
- **Access:** Basic user.
- **Adobe:** Medium, hobby edit image, creating image, edit forms, fill forms, creating form, exporting to other formats, others.
- **Mac iOS:** Basic user.
- **Accounting Software: Quickbooks Pro 2015/2016/2017:** Advanced, Chart of accounts, bills, invoicing, assets, payroll, credit card, banks, reconciliation, 1099, setting closing dates, setup payrolls, employees entry, vendors entry, clients entry, General Journal Entries, export, import, write checks, paying bills, memorized transaction list, others.
- **Accounting Software: Profit Pluss 2k8:** Advanced (similar to QuickBooks), including Integration between payroll, administrative and accounting, creating the char of account, setup the integration rules, setup the taxes withheld parameters, taxes parameters, budget parameters, others.
- **Accounting Software: SAP:** Basic user.
- **Tax Software: Lacerte:** Basic user.
- **Forms Tax Software: ComplyRight:** Basic user, W-2 and 1099s forms software
- **Real Estate P.M.A.S., AppFolio:** Basic user
- **ADP Ezlabor, ADP Payroll:** Advance, all payroll requirements to finish the tasks needed.