

# STEVEN ACHING

ACCOUNTANT

## DETAILS

### ADDRESS

Hartford, CT

### PHONE

555-555-5555

### EMAIL

steve.a@isp.com

## SKILLS

Accounts Receivables

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Accounting Management

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Financial Reporting

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## PROFILE

Dedicated professional with a track record of success in accounting and accounts receivable (AR) operations. Able to ensure streamlined business function through expert financial management and reporting.

## EMPLOYMENT HISTORY

### Accountant/AR Intern, Hilton Hartford

Hartford, CT

Jan 2022 — Jan 2023

- Partnered with accounting staff to prepare detailed daily reports, delivering insights into hotel and event revenues.
- Conducted invoice review and adjustment processes to ensure accuracy and alignment with standards.
- Maintained confidential records of all payment data.

### Accounts Receivables Intern, Ramada by Wyndham Windsor Locks

Hartford, CT

Jul 2020 — Dec 2021

- Input key revenue, billing, and payment data into internal databases to generate weekly and monthly AR reports.
- Analyzed and monitored billing across multiple on and offsite properties for accuracy.
- Built extensive skills in AR and reporting processes.

## EDUCATION

### Bachelor of Science in Business, University of Hartford

Hartford, CT

Aug 2015 — May 2020