

# JESSICA CLAIRE

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

## SUMMARY

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Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## SKILLS

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- Financial analysis
- Reporting/Documentation
- Taxation
- Financial reporting
- Accounts receivable & Billing
- Payroll
- Financial reconciliation
- Financial Statements
- Accounts payable, Quickbooks, Drake, Microsoft Office, Access, 1-C accounting, Oracle
- accounting, General accounting, Accounts payable, Accounts receivable, A/P, Billing, bookkeeping, C, CPA, credit, clients, Documentation, Financial, Financial analysis, Financial reporting, Financial Statements, prepare financial statements, Functional, general ledger, Access, Microsoft Office, Oracle, Payroll, payroll processing, Quickbooks, Reporting, requirement, sales, sales reporting, tax, taxes, tax returns

## EXPERIENCE

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- 01/2016 to Current    **Accountant**  
**Alfa Laval Ab – Salt Lake City, UT**
- Prepare federal and state tax returns, sales taxes, other taxes and fees for clients, general bookkeeping, prepare financial statements, payroll, manage A/P, A/R, reconciliation and general ledger function, prepare documentation for audit process, generate monthly and quarterly closings.
- 01/2012 to 01/2016    **Accountant**  
**Alfa Laval Ab – Russia**
- General accounting, Payroll, Taxation.
- 01/2008 to 01/2011    **Accountant**  
**Alfa Laval Ab – Sarasota, Russia**
- Managed A/P, A/R, prepared monthly financial statements, report/reconciliation and general ledger function, prepared documentation for audit process, generated monthly and quarterly closings in collaboration with accounting staff.
- 01/2007 to 01/2008    **Accountant in taxation**  
**Alfa Laval Ab – Russia**
- Prepared Federal and State tax returns, made sure that all tax documentation is submitted accurately and timely, managed sales reporting, prepared monthly, financial reporting/analysis operation.
- 01/1998 to 01/2007    **Accountant**  
**EP Savchenko – Russia**
- Performed general bookkeeping, managed A/P, prepared monthly financial statements, report/reconciliation and payroll processing.

## EDUCATION AND TRAINING

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- 2018                    **Master of Accountancy: Professional Accounting**  
**Rutgers University**  
Candidate for the Uniform CPA Exam, NJ. Completed education requirement of 150 credit hours. Completed experience requirement.
- 2011                    **MS: Psychology**
- 1998                    **Bachelor and Master of Business Administration**  
**Amur State University**

## ACTIVITIES AND HONORS

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Astute and seasoned bilingual accountant combining cross-functional competencies in all phases of accounting. Tax calculations, financial statement reporting, expert and proficient in analyzing, financial reports use technology efficiencies and implement stringent cost-reduction measures. Ability to contribute highest quality of output individually and as a team player is able to interface with professionals on all levels. Persuasive and concise communicator having verifiable track record in modifying complex technical information for multiple audiences, and supervised subordinates to achieve greater productivity and understanding.