

Mitchel Baker, Accounting Assistant

email@example.com

LINKS

[Example resume's](#)

PROFILE

Dedicated and skilled accounting assistant adept in providing optimal administrative assistance to accounting departments. Committed to serving as an efficient problem solver and enthusiastic team member.

EMPLOYMENT HISTORY

Jan 2020 — Present

Accounting Assistant, Excel Mortgage Services

New York

- Carefully and accurately performed a variety of accounting, bookkeeping, and office tasks.
- Maintained updated financial records, prepared reports, and reconciled bank statements.
- Performed accounting procedures and utilized accounting software programs to process business transactions.
- Provided accounting and clerical support to the controller.
- Prepared bank deposits, general ledger postings, and statements.
- Entered key data of financial transactions in software.
- Researched, monitored, and restored accounting or documentation discrepancies.

Jul 2018 — Nov 2020

Part-time Accounting Assistant, Western Financial Staffing

New York

- Supported the team by successfully assisting with accounting tasks.
- Entered financial transactions in online databases.
- Checked and updated spreadsheets for accuracy.
- Prepared financial reports.
- Efficiently worked with various types of accounting software.
- Assisted with different accounting projects as needed.
- Reviewed and electronically routed invoices for approval.
- Assisted with the weekly accounts payable processes.

EDUCATION

Aug 2015 — May 2019

Bachelor of Science in Accounting, New York University

New York

- Honors: *magna cum laude*.

SKILLS

Financial Accounting	Expert	Ability to Multitask	Expert
Accounting Software	Expert	Communication Skills	Expert
Data Entry	Expert	MS Excel	Expert

LANGUAGES

English	Native speaker	Welsh	Highly proficient
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INTERNSHIPS

Sep 2015 — May 2016

Accounting Intern, Exemplary Accounting

New York

- Worked to support colleagues on their projects and helped to ensure that operations ran smoothly.

COURSES

2016

Financial Modeling Bootcamp, Noble Desktop