

Organized accounting professional with a record of success helping clients decrease costs, balance books, and reconcile accounts. Naturally curious and committed to gaining and applying new expertise. Bilingual: Fluent in English and Spanish.

Professional Experience

XYZ Accountants, Sacramento, CA January 2012 - Present
Accounting Specialist

- Ensure accuracy of all transactions with clients, vendors, and employees
- Collaborative role working closely with managers and other staff members

Highlights:

- Identified and averted over \$250,000 in lost revenue from bank errors
- Won "Accounting Expert of the Month" five times for outstanding diligence and accuracy
- Enhanced client relationships by actively addressing and resolving late payments

Education

Bachelor of Science (B.S.) in Accounting (minor in Business Administration)
Sacramento University, Sacramento, CA

Key Skills

Account reconciliation	<div></div>	Client relations	<div></div>
Cost reduction and elimination	<div></div>	Generally Accepted Accounting Principles (GAAP)	<div></div>
Reporting and documentation	<div></div>	Statutory Accounting Principles (SAP) accounting system	<div></div>
Team collaboration	<div></div>		

Languages

Spanish	<div></div>	Italian	<div></div>
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