

Tammy Jones

Accounting Professional

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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



Client relations



Cost reduction and elimination



Generally Accepted Accounting Principles (GAAP)



Reporting and documentation



Statutory Accounting Principles (SAP) accounting system



Team collaboration



Languages

Spanish



Italian

