

# Jessica Atkinson

Schenectady, NY (123) 456-7890 jessica-atkinson@fakeemail.com

---

## Certified Public Accountant

Experienced certified public accountant with a demonstrated track record of cutting costs, identifying potential revenue and profit improvements, implementing and monitoring of complex financial systems.

### Areas of Expertise

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"><li>• Market analysis</li><li>• Lead generation</li><li>• Digital marketing</li></ul> | <ul style="list-style-type: none"><li>• Accounting</li><li>• Negotiation</li><li>• Data analysis</li></ul> | <ul style="list-style-type: none"><li>• Customer service</li><li>• Service-based selling</li><li>• Public speaking</li></ul> |
|---|--|--|

## EDUCATION

### Bachelor's of Science in Business Administration

University of Michigan, Ann Arbor, Michigan, 2007 - 2012

---

## PROFESSIONAL EXPERIENCE

### Certified Public Accountant

CISCO, San Jose, California, 2020 - Present

Responsible for managing accounting functions for a growing telecommunications company. Supervisor of three junior accounts that oversaw financial analysis.

#### Key Accomplishments

- Helped develop fine-tuned accounting principles for the department.
- Organized and revamped financial systems that highlighted scheduled reports.
- Established new team regulations and accounting principles to speed up reliability of reporting procedures.
- Completed comprehensive profit and loss analysis in addition to various valuation analysis.
- Helped lower department expenses by \$125k over a 3 month period.

### Assistant Accountant

QUICKEN LOANS, Phoenix, Arizona, 2012 - 2019

Performed financial analysis for new clients and evaluated potential risk profiles.

#### Key Accomplishments

- Helped increase profits by over 33% after finding ways the branch could cut costs in new customer acquisition.
- Coordinated with sales managers and regional directors to identify ways to reduce default rates.
- Developed client approval ratings by over 13%.
- Increased marketing campaign effectiveness by developing new marketing campaigns.
- Achieved a client satisfaction rate of over 97%.