

# Warren Lawrence

Accountant with 10 years of experience analyzing and submitting financial reports for companies Friedman LLP and Crowe LLP.

## WORK EXPERIENCE

- Senior Accountant, Friedman LLP**  
New York City, New York • January 2016 — Present
  - Prepared and recorded asset, liability, revenue, and expenses entries by compiling and analyzing account information
  - Filed annual financial statements and quarterly reports as fitting GAAP standards
  - Interpreted financial data in the marketplace to provide management with recommendations for business strategies
  - Protected the organization’s integrity and confidentiality by ensuring the accuracy and privacy of financial reports
  - Maintained general ledger to record and balance transactions
  - Completed external audit by analyzing the general ledger and providing the auditor with necessary information
- Junior Accountant, Crowe LLP**  
Chicago, IL • January 2010 — December 2015
  - Posted journal entries to ensure accuracy of financial transactions
  - Updated financial statements with balanced entries, accounting for occurrences like bad debt expense
  - Paid monthly payroll for 75 employees
  - Assisted senior accountants with the filing of 10-K annual financial reports
  - Protected the organization’s integrity and confidentiality by ensuring the accuracy and privacy of financial data
  - Updated financial data in databases to ensure that information will be immediately available when needed
- Intern, Reginald Accounting**  
Tuscaloosa, AZ • May 2008 — August 2008
  - Balanced asset, revenues, and liabilities entries
  - Prepared financial information for quarterly report
  - Assisted in payroll

## EDUCATION

**Wharton School of Business**  
Philadelphia, PA  
2005 — 2009  
Accounting  
GPA: 3.8/4.0

## PROFILE

 New York City, NY  
 (555) 123-4567  
 warren.lawrence@gmail.com  
 linkedin.com/in/warrenlawrence  
 facebook.com/warrenlawrence

## SKILLS

Data Analysis  
QuickBooks Software  
Problem-solving  
Attention to Detail  
Critical Thinking

## HOBBIES

Rock Climbing   Baking  
Dog-Training

## CERTIFICATIONS

Certified Public Accountant  
2009  
Chartered Global Management Accountant  
2012  
Certified Internal Auditor  
2015  
Chartered Global Management Accountant  
2018