

Full Name

111 Street Ave * Los Angeles, CA 90024 * myemail@fake.com * 555-444-4444

WORK EXPERIENCE

Chemical Company - Someplace, CA

Accountant / Senior Accountant

- Managed the transition to a new Controller after the abrupt departure of the previous Controller prior to major financial reporting deadline; promoted to Senior Accountant for taking on additional responsibilities and handling difficult financial reporting duties during a challenging transitional period
- Handled general ledger entries, tax filings, payroll, retirement contributions (401K), and accounts receivable/payable
- Assisted in the creation of a new monthly closing process and streamlined accounting procedures to comply with GAAP standards, while decreasing the error rate by 50%
- Participated in the valuation and intended spinoff of the Chemsil Silicones subsidiary from the Chemtec Chemical parent company by helping to create 3 years of GAAP-compliant financial statements for the two companies
- Coordinated with a CPA accounting firm for accurate and timely GAAP-compliant financial reporting, annual reviews, and tax filings
- Aided in the migration to Dynamics AX enterprise resource management accounting system and corrected upgrade-related errors in inventory accounting and accounts receivable/payable
- Prepared internal reports for management concerning sales force performance, purchasing, inventory accounting, and payroll; identified underperforming products and suggested areas for improvement
- Consistently worked overtime or took on additional responsibilities as required to meet business needs

CPA Companies - Someplace, CA

Accountant Assistant Intern

- Digitalized and organized important accounting and financial reporting documents to ensure efficient processing and filing of corporate and personal tax returns

Hall of Science - Center for Research - Someplace, CA

Sep. 2009 – Mar. 2010

Office Assistant

- Efficiently organized and tabulated large amounts of polling and survey materials for scientific reporting
- Originally hired for a temporary website data mining project and promoted after two weeks by demonstrating productivity and a strong work ethic

EDUCATION

University of California, Santa Barbara

Aug. 2010

- B.A. in Economics; GPA of 3.5
- Passed all four Certified Public Accountant exams, completed appropriate coursework, and awaiting a year of experience for CPA licensing
- Received the Willie & Raymond Acevedo Memorial Scholarship for academic achievement
- Activities: Ascend (volunteer tax preparation for low income families), Treasurer and Public Relations Chairman of the Taiwanese Student Association, & Chairman of the Environmental Conservation Committee of the Alpha Gamma Sigma community service club

ACTIVITIES, SKILLS, AND PROFESSIONAL AFFILIATIONS

- Adept in Dynamics AX (enterprise resource management and accounting software)
- Proficient in Microsoft Office Suite including Excel, Word, Access, Outlook, and PowerPoint
- Completed advanced coursework in inventory accounting and payroll law
- Languages: Fluent in English and Mandarin Chinese
- Member of Asian Professional Exchange (APEX) and Taiwanese-American Professional Organization