

# ACCOUNTING INTERN

from Resume Genius

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## OBJECTIVE .....

Recent graduate in accounting aspiring to combine educational background with progressive experience to excel as a Professional Accountant. Solid expertise in managing accounts payable and receivable functions, verifying vendor accounts, reconciling financial statements, and checking payments and receipts.

## PROFESSIONAL EXPERIENCE .....

### ASICS AMERICA CORPORATION - Irvine, CA

**Accounting Intern, January 2020 – Present**

- Maintain accurate accounting records, including journal entries, accounts payable, and accounts receivable
- Deliver support in the preparation and analysis of financial statements
- Perform monthly bank and account reconciliations to ensure 100% accuracy of company and bank records
- Process 400+ AR cash application transactions on a daily basis
- Skilfully utilize the company's accounting software to maintain accurate records of daily transactions
- Work with vendors, clients, and staff to verify transactions valued at \$200K

### HOMETECH INDUSTRIES, INC. – Fountain Valley, CA

**Accounting Intern, October 2019 – December 2019**

- Managed a variety of accounting tasks, such as preparing vouchers for all transactions, maintaining books of accounts, and formulating daily and weekly reports
- Prevented catastrophic accounting errors through close attention to detail and consistent willingness to double and triple check work to ensure 100% client satisfaction
- Audited and analyzed 500+ credit card transactions to assist senior accountant in verifying the charge of sales tax
- Conducted reconciliation of income statement and balance sheet accounts for newly acquired \$10M subsidiary of \$40M services company
- Performed month-end reconciliations of accounting records to resolve discrepancies and ensure compliance and integrity

## EDUCATION .....

### FAIRLEIGH DICKINSON UNIVERSITY –

Teaneck, NJ

**Bachelor of Science in Accounting, May 2019**

Graduated cum laude (GPA: 3.8/4.0)

## ADDITIONAL SKILLS .....

- Proficient in Microsoft Office (Word, Excel, PowerPoint), QuickBooks
- Fluent in Spanish and English
- Strong interpersonal skills