

# Lavena Hazelet

Professional Accountant

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 (664) 979-8190

 123 Maple Street, Concord, NH  
03301

## EDUCATION

### Bachelor of Science in Accounting at University of New Hampshire, Durham, NH

Aug 2016 - May 2021

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Accounting Information Systems, Cost Accounting, Intermediate Accounting, Advanced Accounting, Financial Management, and Business Law.

## LINKS

[linkedin.com/in/lavenahazelet](https://www.linkedin.com/in/lavenahazelet)

## SKILLS

QuickBooks

Excel

Taxation

Auditing

Financial Analysis

Budgeting

Payroll

## LANGUAGES

English

Mandarin

## HOBBIES

Stamp collecting

## PROFILE

Results-driven Professional Accountant with 2 years of experience in providing high-quality financial services across various industries. Proficient in financial reporting, budgeting, and tax compliance, with a strong aptitude for analyzing complex financial data. Adept at streamlining financial processes and delivering accurate financial forecasts. Committed to maintaining strong professional relationships and contributing to the overall success of the organization.

## EMPLOYMENT HISTORY

### ● Senior Accountant at Granite State CPAs, NH

Apr 2023 - Present

- Successfully managed a portfolio of over 50 clients, ensuring timely and accurate financial reporting and tax compliance, resulting in a 98% client retention rate.
- Streamlined the monthly financial close process for multiple clients, reducing the time taken by 30% and increasing overall efficiency within the firm.
- Identified and implemented process improvements in the accounts payable and receivable functions, leading to a 20% reduction in errors and a 15% improvement in cash flow management for clients.
- Led a team of junior accountants in the successful completion of a complex audit for a client with \$10 million in annual revenue, ultimately uncovering and resolving \$250,000 worth of discrepancies and improving the client's financial controls.

### ● Staff Accountant at Nathan Wechsler & Company, NH

Aug 2021 - Mar 2023

- Successfully managed the financial records of over 50 clients, ensuring accurate and timely bookkeeping, tax filing, and financial reporting.
- Streamlined the month-end closing process for 10 small businesses, reducing the time required by 25% and increasing overall efficiency.
- Identified and resolved discrepancies in financial statements totaling \$100,000, resulting in improved accuracy and reduced risk for clients.
- Assisted in training and mentoring 5 junior accountants, contributing to their professional growth and improving the team's overall performance.

## CERTIFICATES

### Certified Public Accountant (CPA)

Jun 2021

### Chartered Global Management Accountant (CGMA)

Feb 2020

## MEMBERSHIPS

### American Institute of Certified Public Accountants (AICPA)

### Chartered Institute of Management Accountants (CIMA)