

GRETA MAE EVANS

SENIOR ACCOUNTANT



CONTACT

+123-456-7890
123 Anywhere St., Any City
hello@reallygreatsite.com
@reallygreatsite

EDUCATION

Bachelor of Science in Accountancy

University of Borcelle
2008 - 2012 | GPA: 3.8

SKILLS

- Financial Reporting
- Payroll Accounting & Tax Computations
- Standard Cost Analysis & System Automation
- Accounts Receivable & Accounts Payable

PROFILE

I am a certified public accountant with experience in cost budgeting for multinational companies. I am currently seeking opportunities for a managerial role.

EXPERIENCE

Senior Accountant | Aldenaire & Partners **Jan 2015 - Present**

- Reviews all ledgers and annual budget reports
- Prepares journal entries for year-end audits
- Trains new accountants on accounting protocol

Junior Accountant | Aldenaire & Partners **Feb 2013 - Dec 2014**

- Created monthly financial statements
- Assisted in implementing a new internal automatic accounting system
- Resolved discrepancies with existing accounts
- Report to senior accountant.