

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

HIGHLIGHTS

- Team-oriented
- Detail-oriented
- Deadlines focused
- Excellent communication and presentation skills
- Quick learner
- Strong management skills
- Good analytical skills
- Ability of managing multi tasks
- Technical Skills
- Accounting Software: PeopleSoft / QuickBooks
- Tax Software: Drake / Ultra Tax / TurboTax
- Operating Systems: XP Windows Professional / Windows 7/ Windows 8
- Microsoft Office: Word / Advanced MS Excel skills / MS Access / PowerPoint / Outlook
- PDF: Adobe Reader / Adobe Acrobat X

EDUCATION

University of Houston
Houston, TX • 2005

Bachelor's degree: accounting
accounting Cum Laude -
Graduating With Honors

SUMMARY

Degreed accountant with more than 10 years of diversified accounting experience seeking accounting position at a well-established company in Houston

ACCOMPLISHMENTS

EXPERIENCE

Apache Corporation - Accountant

Houston, TX • 04/2012 - 06/2014

- Prepare federal tax returns for individuals and small businesses.
- Perform bookkeeping and prepare financial statements for small businesses.
- Perform special projects & short-term assignments such as accountant at MCT Sheet Metal, Inc.

Evergy - Tax Accountant

Topeka, KS • 10/2011 - 04/2012

- Contributed to the overall production and enhanced the efficiency of the corporate tax services by exceeding production goals.
- Answered clients' queries regarding their tax filing status.
- Resolved clients' tax filing problems.
- Prepared simple and complex tax returns for individuals and for small businesses.
- Prepared and reviewed financial statements needed to prepare tax returns.

Abbyson Furniture - Accounting Manager

Los Angeles, CA • 01/2007 - 08/2011

- Established new strategies to maximize profitability.
- Played an overwhelming role in the developing and restructuring of the entire accounting department.
- Improved the efficiency of the entire accounting department by 40%.
- Reduced accounts receivable turnover by 50%.
- Prepared general ledger journal entries on QuickBooks.
- Processed weekly and monthly invoices for accounts receivable.
- Prepared bank reconciliations and periodic financial statements.

Evergy - Tax Accountant

Kansas City, MO • 12/2005 - 12/2006

- Played a vital role in the growth of the company by introducing new clients and maintaining good relationship with existing ones Prepared individual and business tax returns Assisted in preparing corporate tax returns Prepared quarterly and annually payroll reports 940s & 941s and state sales taxes Reconciled monthly bank statements and prepared detailed financial statements Handled customer queries over the phone and through emails.

SKILLS

accounting, accountant, Accounting Software, accounts receivable, Adobe Acrobat, Adobe, analytical skills, bank reconciliations, bookkeeping, Excellent communication, clients, Detail-oriented, filing, financial statements, prepare financial statements, general ledger, management skills, managing, MS Access, MCT, MS Excel, Microsoft Office, Outlook, PowerPoint, Windows 7, Windows 8, Windows, Word, Operating Systems, payroll, PDF, PeopleSoft, presentation skills, Quick learner, QuickBooks, sales, Tax, taxes, prepare tax, tax returns, phone