

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## SUMMARY

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Detail-oriented Accountant who effectively manages strict deadlines, schedules and tasks with a positive, can-do attitude.

## HIGHLIGHTS

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Financial statement analysis General and tax accounting

Knowledge of GAAP guidelines Time management

## EXPERIENCE

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10/2011 to 04/2013 **Accountant**

**Transamerica Life Insurance Company** – Little Rock, AR

Coordinated fixed asset additions, using advanced Excel functions to develop reports and forecasts. Suggested process improvements to secure prompt and regular receipts for the organization. Verified details of transactions, including funds received and total account balance. Drafted meeting agendas, supplied advance materials, executed follow-up for meetings and team conferences, and created PowerPoint presentations used for business development.

02/2013 to 03/2013 **Volunteer**

**Seven Hills Foundation** – Plympton, MA

Preparation of federal and multi-state individual tax. Research and planning on various tax issues, including analysis of new tax provisions involved with IRS. Responded to client inquiries and family matters with tax-preparation software programs.

05/2012 to 07/2012 **Tax Intern**

**Telephone And Data Systems Inc.** – Eden Prairie, MN

Assisted in preparing and analyzing financial statements for tax and regulatory compliance. Reviewed and compiled international treaties between China and other countries. Assist in the preparation of valuation reports for closely held or publicly traded companies. Performed industry research and provided supportive information to assist analyzing foreign entity profitability. In charge of tracking updated news about variable interest entities, New Oriental Education & Technology Group NYSE(EDU).

08/2010 to 11/2010 **Audit Intern**

**Lkq** – Miami, FL

Perform components of auditing a technology company under the direct supervision of the auditor in-charge. Assisted senior manager to review various business areas using risk-based audit methodology. Document and evaluate audit evidence in support of audit objectives.

## EDUCATION

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2013

**Master of Science: Accounting GPA 3.4**

**Pace University** - New York City, NY

2011

**Bachelor of Science: International Accounting GPA 3.8**

**Northeast University of Finance and Economics** - Daqing, China

## AFFILIATIONS

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Student Affiliate Membership of AICPA; Pursuing AICPA Member of the Association for Corporate Growth (ACG) New York