

# FIRST LAST

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## PROFESSIONAL EXPERIENCE

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Resume Worded, New York, NY

2017 – Present

### **Accountant** (2020 – 2021)

- Monitored and managed expenditures in excess of \$4million annually.
- Developed Excel templates for all required journal entries, reducing the closing time by an average of 2 days.
- Provided consistent, high quality services as clients grew by 30% without an increase in staff.
- Developed journal entries to effectively revise the income statement on a monthly basis, saving \$60,000 in expenses.
- Streamlined current business procedures to increase work efficiency by 55% and saving ~40 hours a month in man hours.
- Supported in 2 major company acquisitions resulting in company growth by over 60%.

### **Junior Accountant** (2018 – 2020)

- Filed payroll tax and sales tax for over 50 customers each month.
- Managed monthly reconciliation of approximately \$500,000.
- Organized all accounts for the past 3 years, Accounts receivables/payables, reduced paper usage and switching to e-bills.
- Entered payroll for 60+ employees into the company software and processed through ADP.

Resume Worded Co, San Diego, CA

2015 – 2017

### **Associate, Accounting** (2016 – 2017)

- Conducted account analysis and identified opportunities to cut variable costs by 17%.
- Trained 2 new accounting associates in company procedures.
- Implemented centralized purchasing, reducing company costs by 50%.
- Streamlined company procedures to current standards and trained over 50+ employees across various levels (including shop level to mid-management level).

### **Accounting Assistant** (2015 – 2016)

- Processed more than 1200 invoices per month for a large scale organization.
- Reviewed and analyzed operating budgets every 4 week period.

Growthsi, New York, NY

2012 – 2014

### **Accounting Assistant**

- Worked with 50+ vendors to ensure all invoices were paid on a timely basis.
- Performed monthly closing for 3 entities and managed 30+ accounts payable accounts.

## EDUCATION

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Resume Worded University, San Francisco, CA

2015

**Bachelor of Commerce**; Major in Accounting and Business Management.

## SKILLS

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|-----------------------------------|--------------|---------------------|--------------------|
| • GAAP                            | • Oracle     | • NetSuite ERP      | • Account Analysis |
| • General ledger, profit and loss | • Quickbooks | • Delphi Technology | • Google Docs      |
|                                   | • MS Access  |                     |                    |