

Brigitte Schwartz

Senior Accountant



About

A professional accountant with 5 years of experience in analyzing cost control, presenting data for financial reports, delivering loss and profit statements. I am currently seeking new opportunities for managerial role.

Work Experiences

Senior Accountant

Ginyard International Co. (2017 - present)

- Managing accounting activities to ensure alignment with accounting principles and policies
- Presenting financial reports
- Reviewing and analyzing financial information and communicating recommendations to management

Accountant

Ingoude Company (2015 - 2017)

- Collected and analyzed client's data based on accounting procedures
- Produce profit and loss statements
- Presented financial reports to clients

Education

2015 | Warner & Spencer Institute

- Master of Business Administration (MBA)

2013 | Borcelle Institute

- Bachelor of Science (BS) in Accounting

Contact

+123-456-7890

hello@reallygreatside.com

123 Anywhere St, Any City

www.reallygreatsite.com

Skills

- Financial Reporting
- Budgeting & Forecasting
- Strong Analytical Thinking
- Financial Planning
- Payroll Tax Accounting

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August 5, 2022

Rachelle Beaudry

HR Department
Paucek and Lage
123 Anywhere St.,
Any City, ST 12345

Dear Mrs. Beaudry,

I'm writing an application letter in regards to the managerial role position in your company. Paucek and Lage are well known for their professionalism and innovation in marketing strategy, which is why I'm certain I would fit in your company to make a valuable addition. I am eager to learn more about your company and available opportunities. Herewith I have enclosed my resume for your consideration.

With more than five years of experience in the accounting field, I am confident that it will be an asset for your company and allow me to make major contributions to your company.

If you have any questions, please don't hesitate to contact me at +123-456-7890 or e-mail me at hello@reallygreatsite.com. I am looking forward to having a personal conversation with you.

Yours sincerely,

Brigitte Schwartz