

DONNA ROBBINS

Detroit, MI | www.greatsiteaddress.com
313.555.0100 | donna@example.com

Analytical, organized and detail-oriented accountant with GAAP expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth.

EXPERIENCE

ACCOUNTANT

Trey Research | San Francisco, CA

20XX – PRESENT

Working in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide full range of services, include income tax preparation, audit support, preparation of financial statements, pro forma budgeting, general ledger accounting, and bank reconciliation.

BOOKKEEPER

Bandter Real Estate | Berkeley, CA

20XX – 20XX

Inhouse bookkeeper for a real estate development company. Maintained financial books, tracked expenses, prepared and submitted invoices, and oversaw payroll.

ACCOUNTING INTERN

Olson Harris Ltd. | Vallejo, CA

20XX – 20XX

Assisted with payroll and Pensions service management for 150+ employees. Prepared invoices for more than 200 clients.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING, MINOR IN BUSINESS ADMINISTRATION

Bellows College

JUNE 20XX

- Distinguished member of university's Accounting Society
 - Relevant Coursework: Advanced Financial Accounting & Reporting
 - GPA 3.8
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SKILLS

- Microsoft NAV Dynamics
 - Cashflow planning and management
 - State & federal tax codes
 - Bookkeeping
 - Exceptional communication
 - Fluent in German
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