

**Keyla Gallegos**

**City, State, Zip Code**

**Home: 000-000-0000 | Cell: 000-000-0000**

**email@email.com**

### **Professional Summary**

**Experienced Financial Assistant who can handle a variety of corporate financial tasks with efficiency and accuracy. Adept at analyzing complex spreadsheets developing effective financial reports and utilizing a corporate database for research. Specializes in budgeting information and researching expenses.**

### **Core Qualifications**

- **Very strong computer productivity software skills**
- **Extensive accounting knowledge**
- **Comfortable with complicated calculations**
- **Excellent financial research skills**
- **Strong team player or able to work independently**
- **Comfortable presenting information to any level of management**

### **Experience**

#### **Financial Assistant**

**9/1/2009 – 7/1/2014**

**Company Name**

**City, State**

- **Regularly called on to do database mining for payroll data and create reports for management.**
- **Responsible for generating weekly expense spending report for management.**
- **Assisted in collecting and logging employee expense reports.**

#### **Financial Assistant**

**10/1/2004 – 9/1/2009**

**Company Name**

**City, State**

- **Assisted in developing milestone reports on a variety of financial subjects that were presented at management meetings.**
- **Responsible for gathering all time sheets and checking them for accuracy before submitting them to payroll.**
- **Assisted in maintaining the financial database and pulling out information as needed.**

**Financial Assistant**

**7/1/1996 – 10/1/2004**

**Company Name**

**City, State**

- **Responsible for working with payroll to confirm hourly totals and final pay numbers.**
- **Assisted in doing extensive research to help back up budget numbers for the coming year.**
- **Assisted in developing several more efficient ways to track inventory and compare inventory losses to sales.**

**Education**

**Bachelor of Science – Accounting**

**1996**

**University Name**

**City, State**