

DONNA ROBBINS

4567 Main Street, Detroit, MI 48127 | (313) 555-0100 | donna@example.com | www.greatsiteaddress.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

2016 – Present

Accountant | Trey Research | San Francisco, CA

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.

2013 – 2016

Bookkeeper | Bandter Real Estate | Berkeley, CA

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

December 2011 – April 2012

Accounting Intern | Olson Harris Ltd. | Vallejo, CA

Assisted with payroll and Pensions WEBWEEK{the-accountant} service management for 150+ employees. Prepared invoices for more than 200 clients. Assisted with bill payments, records organization and preparation, and other office duties to support financial and accounting operations.

EDUCATION

June 2011

Bachelor of Science in Accounting, Minor in Business Administration | Bellows College

- Distinguished member of university's Accounting Society
- Relevant coursework: Advanced Financial Accounting and Reporting
- GPA: 3.8

SKILLS

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