



# Jenna Mirella

+1 234-567-8910 – mirella123@email.com

## SUMMARY

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Proficient Accounting Clerk with 3+ years of experience ensuring financial information and records are accurate and complete. Produces quality work under time restraints by prioritizing tasks, maintaining focus, and communicating effectively.

## WORK EXPERIENCE

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### ACCOUNTING INTERN

**Global Marbels. Ins** June '23 – March '24

- ➔ Assisted with the quarterly reconciliation process, helping to identify and rectify errors that led to 10% fewer adjustments in subsequent reports.

### ACCOUNTING CLERK

**Mega International** Mei '19 – November '21

- ➔ Enhanced internal control mechanisms leading to a 15% improvement in compliance with GAAP for complex transactions.

## EDUCATION

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### MASTER OF BUSINESS ADMINISTRATIONS

**Boston University**

2015 – 2019

### BACHELOR OF SCIENCE IN ACCOUNTING

**University of California - USA**

2014 – 2015

## SKILLS

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- ➔ Microsoft Word, Excel & Powerpoint
- ➔ Accounts Payable & Receivable