John T. Miller

📍 Chicago, IL

✉️ john.miller@email.com

☎️ (312) 555‑3\*\*\*

LinkedIn: Profile Link

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**Professional Summary**

Detail-oriented and certified accountant with 8+ years of experience in financial reporting, budgeting, and tax preparation.

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**Key Skills**

Financial Reporting (GAAP & IFRS)

Tax Preparation (Federal & State)

QuickBooks, Excel (Pivot Tables, VLOOKUP)

Reconciliations (Bank & General Ledger)

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**Professional Experience**

Senior Accountant

Horizon Manufacturing, Chicago, IL

Jan 2025 – Present

Prepare monthly and quarterly financial statements in compliance with GAAP

Manage a \$12M annual budget; reduced variances by 15% through tighter forecasting

Lead month-end and year-end closing processes

Coordinate with external auditors and ensure clean audit results

Accountant  
Greenline Consulting, Chicago, IL

Aug 2015 – Dec 2019

Handled bookkeeping and reconciliations for 15+ clients monthly

Prepared and filed corporate and individual tax returns

Improved AR collections cycle, reducing overdue invoices by 40%

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**Education**B.S. in Accounting

University of Illinois at Chicago — Graduated 2015

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**Certifications**

Certified Public Accountant (CPA) — Illinois Board of Examiners

QuickBooks ProAdvisor Certified

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**Additional Information**

Authorized to work in the U.S.

Fluent in English and Spanish