

Mina Bishay

[123 Main Street, Apt 4B] | [New York, NY 10001] | [minabishay@email.com] | [555-555-5555]

Objective: Highly motivated and detail-oriented professional seeking a challenging role where I can utilize my diverse skill set in accounting and web development to contribute to the growth and success of the organization.

Education: Bachelor of Science in Accounting New York University, New York, NY
Graduated: 2020

Work Experience:

1. **Junior Accountant** Best Balance Accounting Firm, New York, NY June 2020 - Present

- Managed accounts payable and receivable processes, ensuring accuracy and timeliness.
- Prepared financial statements and reports for management review.
- Assisted in budget preparation and financial forecasting.
- Conducted financial analysis to identify trends and opportunities for improvement.

2. **Web Developer Intern** Creative Web Solutions, New York, NY May 2019 - August 2019

- Collaborated with the development team to create responsive and user-friendly websites.
- Utilized HTML, CSS, JavaScript, and other programming languages to implement website features.
- Conducted website testing and debugging to ensure optimal performance across different browsers and devices.
- Assisted in the development of e-commerce platforms and content management systems.

Skills:

- Proficient in accounting principles and financial analysis

- Strong analytical and problem-solving skills
- Excellent attention to detail and organizational abilities
- Advanced proficiency in HTML, CSS, JavaScript, and other web development languages
- Experience with responsive design and cross-browser compatibility
- Familiarity with content management systems (CMS) such as WordPress
- Ability to work collaboratively in a team environment
- Excellent communication and interpersonal skills

Certifications:

- Certified Public Accountant (CPA) - In Progress

Languages:

- Fluent in English and Arabic

References available upon request.