

# JENNIFER KILLION

## Accountant

✉ jkillion@email.com

☎ (123) 456-7890

📍 San Francisco, CA

in [LinkedIn](#)

## CAREER OBJECTIVE

---

Transparent, organized, and flexible accounting graduate with practical internship experience. Desire to thrive in team-based roles at Robert Half to grow under the expertise of senior accountants as I utilize my data entry and spreadsheet background.

## WORK EXPERIENCE

---

### Staff Accountant Internship

#### Novogradac

📅 August 2020 - August 2021 📍 San Francisco, CA

- Completed tax engagements for 2 Fortune 500 companies as directed by Manager
- Conducted 10+ hours of business specific research for a pharmaceutical company, and made recommendations that were adopted by partners
- Developed 20+ effective client relationships through professionalism and follow-through
- Proactively identified and communicated potential problem areas as related to a reporting issue for a client, saving client \$2K in penalty fees
- Helped evaluate the operating efficacy of internal controls over financial reporting, resulting in a 13% accuracy increase
- Documented risk exposures relating to clients' organizations' governance, operations, and information systems

### Bank Teller

#### TD Bank

📅 January 2017 - August 2020 📍 San Francisco, CA

- Worked 20 hours per week as a bank teller at a TD bank near campus while studying full-time
- Processed deposits and withdrawals on customers' savings, checking, and commercial accounts
- Prepared daily proof sheet at the close of business each day to account for all transactions
- Accepted payments for mortgages, consumer loans, passbook loans, commercial loans, and safe deposit box rentals
- Answered 30+ customer inquiries in person and on the telephone, and forwarded complex issues to supervisor
- Balanced drawers at the end of shifts with 100% accuracy

## EDUCATION

---

Bachelor of Arts

Accounting

University of San Francisco

📅 2017 - 2021

📍 San Francisco, CA

🎓 GPA: 3.65

## RELEVANT COURSES

---

Financial Accounting

Managerial Accounting

Intermediate Financial Reporting

Accounting Information Systems

Individual Tax Accounting & Planning

## SKILLS

---

GAAP

QuickBooks

Microsoft Excel

Financial Reporting

Auditing

Expense Reporting

Accounts Payable

Accounts Receivable