

# HAILEY SIMMONS

## Project Accountant

✉ h.simmons@email.com

📞 (123) 456-7890

📍 Sunnyvale, CA

🌐 [LinkedIn](#)

## EDUCATION

Bachelor of Science  
Accounting

University of Southern  
California

📅 2013 - 2017

📍 Los Angeles, CA

## SKILLS

- QuickBooks
- Microsoft Project
- Microsoft Excel
- Toggl
- Expensify
- SAP ERP
- Adaptive Insights
- SharePoint
- Tableau
- ContractWorks

## CERTIFICATIONS

- Certified Public Accountant (CPA)

## WORK EXPERIENCE

### Project Accountant

#### LinkedIn

📅 2021 - current

📍 Sunnyvale, CA

- Spearheaded use of QuickBooks Online, reducing financial tracking errors by 16% and saving four hours per month in manual data entry
- Analyzed project budgets and expenditures using Microsoft Excel, identifying cost-saving opportunities that reduced project costs by 18,208 over six months
- Introduced Toggl for time tracking, increasing billable hours by 38% and boosting project revenue by 6k within three months
- Streamlined expense management processes through Expensify, reducing reimbursement processing time and saving the company \$1,592 per month in administrative costs

### Staff Accountant

#### Uber

📅 2018 - 2021

📍 San Francisco, CA

- Managed SAP ERP modules for accounts payable and receivable, optimizing invoice processing and reducing payment cycle time by 92 hours per year
- Led the adoption of Adaptive Insights for budget variance analysis, improving financial forecasting accuracy by 88.98%
- Crafted interactive financial dashboards in Tableau, providing actionable insights for revenue optimization strategies, increasing monthly average profits by \$6,876
- Developed project plans and schedules in Microsoft Project, facilitating resource allocation and project delivery, increasing project completion rate by 14%

### Junior Accountant

#### PricewaterhouseCoopers

📅 2017 - 2018

📍 Los Angeles, CA

- Organized financial documents and records in SharePoint, improving accessibility and retrieval efficiency, saving six hours per month in retrieval for financial documents
- Collaborated with senior accountants to analyze financial statements and prepare audit reports for clients, increasing audit report accuracy by 38%
- Assisted in contract management processes using ContractWorks, ensuring compliance and mitigating risks, reducing contract review time by two days
- Supported financial analysis and forecasting activities, aiding project success objectives and raising client satisfaction from 4.3 to 4.7