

James Keller
123 Main Street
Chicago, IL 60601
778-330-2389



****Objective: ****

Motivated and detail-oriented accountant with 5 years of experience seeking a challenging position to contribute financial expertise and ensure organizational success.

****Education: ****

- ****Master of Science in Accounting and Finance****
Chicago University, Chicago, IL
- ****Bachelor of Business Administration in Accounting****
Windy City College, Chicago, IL
- ****Associate Degree in Business Management****
Lakefront Community College, Chicago, IL

****Skills: ****

- Financial Analysis
- Budgeting
- Tax Compliance
- Audit and Assurance
- Excel Skills
- Accounting Software (QuickBooks, SAP)
- Attention to Detail
- Communication Skills
- Time Management
- Team Collaboration

****Work Experience: ****

- ****Senior Accountant****
Financial Dynamics, Chicago, IL
[January 2021 - Present]
 - Successfully implemented cost-saving measures, resulting in a 15% reduction in operational expenses.
 - Conducted thorough financial analysis, providing actionable insights for strategic decision-making.
- ****Staff Accountant****
City Investments, Chicago, IL
[June 2018 - December 2020]
 - Managed the full accounting cycle, ensuring accurate and timely financial reporting.
 - Collaborated with cross-functional teams to streamline budgeting processes, improving efficiency by 20%.

****Certifications: ****

- Certified Public Accountant (CPA)