

JESSICA CLAIRE

✉ resumesample@example

☎ (555) 432-1000,

📍 Montgomery Street, San
Francisco, CA 94105



PROFESSIONAL SUMMARY

A versatile, highly motivated, adaptable, and responsible accounting graduate. Possessing highly analytical skill and ability to manage and complete projects to the highest standards. Now wish to transition solid background in accounting and finance towards business and property consultancy, which is a challenging position that will enable me to capitalise my own knowledge and work experience.

SKILLS

- Superior time management
- Customer relations
- Self-motivated professional
- Excellent communication skills
- Strong interpersonal skills
- Multilingual in **English and Indonesian Language**
- Proficient in **Ms. Office**
- **Critical thinking**
- **Attention to detail**
- **Creative thinker**
- **Excellent managerial techniques**

EDUCATION

Kwik Kian Gie School of Business
Sunter, Jakarta Utara • 2013
â€”

S.E: Accounting - GPA:

Don Bosco 2 Senior
High School
Pulomas, Jakarta Timur
• 2008 â€” â€”

High School Diploma:
- GPA:

CERTIFICATIONS

Instansi / Perusahaan : Wall Street
Institute Posisi : SPO (Sales
Promotion Officer) / SPG
Penghasilan Terakhir : Job Des
: Menawarkan kursus Inggris 2.
Tahun : 2012 Instansi / Perusahaan :
KAP A.K Rahman Posisi : Junior
Auditor (Magang) Penghasilan
Terakhir : - Job Deskripsi :
Membantu membuat dan mem
laporan keuangan klien 3. Tahun
2013 - Sekarang Instansi /
Perusahaan : PT. Mitra Manunggal
Mahardika Posisi : Finance
Penghasilan Terakhir : Rp 4.500.000

WEBSITES, PORTFOLIOS, PROFILES

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WORK HISTORY

Red Hat Inc. - Finance

San Francisco, CA, • 06/2013 - Current

- Proposed and achieved cost savings by reducing expenses on the company.
- Forecasted operating costs for scheduled projects by strategizing with other departments.
- Analyzed budgets, financial reports and projections for accurate reporting of financial standing.
- Worked with management at the project level to ensure expense plans are achieved.
- Worked with managers to develop annual expense plan goals.
- Collected and reported monthly expense variances and explanations.
- Performed periodic budgeting/modeling to project monthly cash requirements.
- Calculated commissions for sales stores.
- Responsible for petty cash and bank transactions.

Covance - Junior Auditor

Battle Creek, MI, • 01/2012 - 05/2012

- Analyzed and reviewed cost reports and communicated final results to clients.
- Reported internal control issues to management and supplied comprehensive recommendations to mitigate the associated risks.
- Gathered data for internal audits through interviews, financial research and downloads.
- Articulated audit findings, risks and detailed recommendations to upper management.
- Met with clients to identify and assess business controls, risks, process gaps and work flow inefficiencies.

ACCOMPLISHMENTS

SKILLS

c, English, Finance, Access, Excel, Word, Promotion, Sales

ADDITIONAL INFORMATION

- Jenis Kelamin / Gender : Perempuan Tanggal dan Tempat Kelahiran/ Date and place of Birth : Jakarta, 24 Desember 1989 Status Marital / Marital Status : Belum Menikah Warga Negara / Nationality : WNI Agama / Religion : Katolik Tinggi dan Berat Badan/ : 161cm/56kg Height and Weight Hobi/Hobby : Boxing, Yoga, Jogging, Travelling Preferensi Pekerjaan / Job Preference Bidang Pekerjaan yang diminati : -Akuntansi/Finance/Auditor/Marketing Career Interest -Available position Riwayat Pendidikan dan Pelatihan /Educational and Professional Qualification Jenjang Pendidikan