

## Professional Summary

Results-driven AC10 Accountant with 12+ years of experience in financial management, customer service, and tax expertise. Proven track record of driving process improvements and leading cross-functional teams. Seeking to leverage my skills to drive business growth and excellence in a dynamic environment.

## Professional Experience

### Senior Accountant (AC10)

Inazuma.co | January 2018 - Present

### Accountant (AC7)

Kairos Inc. | June 2015 - December 2017

#### **Key Achievements:**

- Improved financial reporting accuracy by 25% through process automation
- Successfully led a team in implementing a new accounting software, resulting in a 30% reduction in closing time

#### **Responsibilities:**

- Managed daily accounting operations, including AP, AR, and payroll
- Provided financial analysis and recommendations to senior management

### Junior Accountant (AC3)

Luminari Financial Services | March 2012 - May 2015

#### **Key Achievements:**

- Assisted in reducing accounts payable days by 15% through efficient invoice processing
- Developed and maintained financial models for budgeting and forecasting

#### **Responsibilities:**

- Processed and reconciled financial transactions
- Assisted in preparing financial statements and reports

### Accounting Intern

Aurora Accounting Firm | Summer 2011

#### **Key Achievements:**

- Gained hands-on experience in tax preparation and financial statement analysis
- Assisted in conducting financial audits for small businesses

**Responsibilities:**

- Assisted accountants in daily tasks and projects
- Conducted research on accounting standards and regulations

## Education

**Bachelor of Science in Accounting**  
University of Michigan - Ann Arbor | May 2012

## Technical Skills

**Financial Management:**

- Financial Accounting
- Budgeting and Forecasting
- Financial Analysis and Reporting

**Customer Service:**

- Client Relationship Management
- Customer Support and Communication

**Tax:**

- Tax Preparation and Planning
- Tax Compliance and Audits

**Software Proficiency:**

- QuickBooks
- Xero
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)