

Professional Summary

Results-driven AC09 Accountant with 12+ years of experience in financial management, leveraging expertise in Microsoft Office and PowerPoint to drive business growth. Proven track record of successful team management and process optimization.

Professional Experience

Senior Accountant (AC09)

Inazuma.co | January 2018 - Present

Accountant (AC07)

NovaTech Inc. | June 2015 - December 2017

Key Achievements:

- Streamlined financial close process, reducing time by 30%
- Successfully implemented a new accounting software, resulting in 20% cost savings

Responsibilities:

- Managed a team of 3 accountants
- Prepared and reviewed financial statements

Junior Accountant (AC05)

Pinnacle Financial Services | January 2012 - May 2015

Key Achievements:

- Assisted in the development of a comprehensive financial dashboard, enhancing management's decision-making capabilities
- Identified and corrected a material accounting error, preventing a potential audit issue

Responsibilities:

- Assisted in financial statement preparation
- Conducted account reconciliations

Accounting Intern

Emerald Accounting Firm | Summer 2011

Key Achievements:

- Gained hands-on experience with financial software and tools

- Developed strong analytical and problem-solving skills

Responsibilities:

- Assisted in data entry and bookkeeping
- Supported audit team during fieldwork

Education

Bachelor of Science in Accounting

University of Michigan - Ann Arbor | May 2011

Technical Skills

Productivity Software:

- Microsoft Office (Excel, Word, Outlook)
- Google Workspace (Docs, Sheets, Gmail)

Presentation Tools:

- PowerPoint
- Google Slides

Accounting and Financial Management:

- GAAP
- Financial Statement Analysis
- Budgeting and Forecasting

Leadership and Management:

- Team Management
- Process Improvement
- Change Management