

# 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