

Professional Summary

Results-driven AC12 Accountant with 10+ years of experience in financial management, leadership, and customer service. Proven track record of driving process improvements and leading high-performing teams. Skilled in Microsoft Office and dedicated to delivering exceptional results in fast-paced environments.

Professional Experience

Senior Accountant (AC12)

Inazuma.co | January 2018 - Present

Accountant (AC9)

Kairos Inc. | June 2015 - December 2017

Key Achievements:

- Reduced financial reporting time by 30% through process automation
- Improved team productivity by 25% through effective leadership and training

Responsibilities:

- Managed financial statements, budgets, and forecasts
- Provided customer service to internal stakeholders

Junior Accountant (AC6)

Luminari Ltd. | March 2012 - May 2015

Key Achievements:

- Assisted in implementing a new accounting software, resulting in 20% cost savings
- Developed and maintained strong relationships with clients

Responsibilities:

- Assisted in financial statement preparation
- Provided administrative support to the accounting team

Accounting Intern

Aurora Accounting Firm | Summer 2011

Key Achievements:

- Gained hands-on experience with financial software and tools

- Contributed to a team project, resulting in a 15% increase in client satisfaction

Responsibilities:

- Assisted in data entry and bookkeeping
- Supported the accounting team with various tasks

Education

Bachelor of Science in Accounting

University of Michigan | May 2012

Technical Skills

Productivity Software:

- Microsoft Office (Excel, Word, PowerPoint, Outlook)

Leadership and Soft Skills:

- Leadership
- Customer Service
- Team Management
- Communication