

Professional Summary

Results-driven and detail-oriented Accountant with 10+ years of experience in financial management, leveraging expertise in Microsoft Office and Accounting to drive business growth. Proven track record of improving financial processes and leading cross-functional teams.

Professional Experience

Senior Accountant (AC09)

Inazuma.co | January 2018 - Present

Accountant (AC06)

NovaTech Inc. | June 2015 - December 2017

Key Achievements:

- Reduced accounts payable processing time by 30% through automation
- Improved financial reporting accuracy by 95% through process refinement

Responsibilities:

- Managed daily accounting operations
- Prepared financial statements and reports

Junior Accountant (AC03)

Pinnacle Financial Services | March 2012 - May 2015

Key Achievements:

- Assisted in the implementation of a new accounting software, resulting in a 20% reduction in errors
- Developed and maintained financial models for client presentations

Responsibilities:

- Assisted in financial statement preparation
- Conducted account reconciliations

Accounting Intern

Greenfield Accounting Firm | Summer 2011

Key Achievements:

- Successfully assisted in the preparation of tax returns for over 50 clients
- Gained hands-on experience with accounting software

Responsibilities:

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

Education

Bachelor of Science in Accounting

University of Michigan - Ann Arbor | May 2012

Technical Skills

Productivity Software:

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

Accounting and Financial Tools:

- Accounting Software (QuickBooks, Xero)
- Financial Modeling (Excel)

Presentation and Design:

- PowerPoint