

Professional Summary

Results-driven AC12 Accountant with a proven track record of leadership, problem-solving, and effective communication. Adept at leveraging Microsoft Office to drive business growth and efficiency. Seeking to leverage my skills to drive strategic financial decisions in a dynamic organization.

Professional Experience

Senior Accountant (AC12)

Inazuma.co | January 2020 - Present

Accountant (AC9)

Nexus Financial Services | June 2018 - December 2019

Key Achievements:

- Improved financial reporting accuracy by 25% through process automation
- Successfully led a team in a company-wide audit, ensuring zero discrepancies

Responsibilities:

- Managed daily accounting operations
- Coordinated with the finance team for budget preparation

Junior Accountant (AC6)

Pinnacle Accounting Firm | January 2016 - May 2018

Key Achievements:

- Enhanced client satisfaction by 30% through timely and accurate financial services
- Developed and implemented a new filing system, reducing document retrieval time by 50%

Responsibilities:

- Assisted in financial statement preparation
- Provided support for audit and tax services

Accounting Intern

Emerald Financial Solutions | Summer 2015

Key Achievements:

- Contributed to the development of a comprehensive financial guide for small businesses
- Assisted in the successful launch of a new financial product

Responsibilities:

- Conducted market research for financial product development
- Supported the accounting team in daily operations

Education

Bachelor of Science in Accounting

University of Michigan | May 2015

Relevant Coursework:

- Financial Accounting
- Managerial Accounting
- Auditing and Assurance
- Taxation

Technical Skills

Productivity Software:

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

Leadership and Soft Skills:

- Leadership
- Problem Solving
- Communication
- Team Management