

Professional Summary

Results-driven and detail-oriented Accountant with 10+ years of experience in financial reporting, tax, and Microsoft Excel. Proven track record of delivering accurate and timely financial insights to drive business growth. Seeking to leverage my expertise as a senior leader in a dynamic organization.

Professional Experience

Senior Accountant (AC09)

Inazuma.co | January 2018 - Present

Accountant (AC06)

Kairos Inc. | June 2015 - December 2017

Key Achievements:

- Improved financial reporting efficiency by 30% through process automation
- Successfully led a team to achieve 100% tax compliance rate for 3 consecutive years

Responsibilities:

- Prepared and reviewed financial statements
- Conducted tax planning and ensured compliance
- Developed and maintained complex Excel spreadsheets

Junior Accountant (AC03)

Luminari Financials | January 2012 - May 2015

Key Achievements:

- Assisted in reducing accounts payable days by 25% through efficient invoicing
- Created a comprehensive Excel dashboard for financial analysis

Responsibilities:

- Assisted in financial statement preparation
- Processed invoices and managed accounts payable
- Maintained financial records and databases

Accounting Intern

Aurora Accounting Firm | Summer 2011

Key Achievements:

- Gained hands-on experience with financial software and tools
- Contributed to a team project that improved client onboarding process

Responsibilities:

- Assisted accountants with daily tasks
- Learned and applied basic accounting principles
- Participated in team projects for process improvement

Education

Bachelor of Science in Accounting

University of Michigan - Ann Arbor | May 2011

Technical Skills

Financial Software:

- QuickBooks
- Xero
- SAP

Productivity Tools:

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

Data Analysis:

- Financial Modeling
- Data Visualization
- SQL

Accounting & Tax:

- GAAP
- Tax Law (Federal & State)
- Financial Reporting (Balance Sheet, Income Statement, Cash Flow)