

# Tammy Jones

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## PROFILE

Experienced and hard working accounting professional with a track record of success in helping clients balance books and identify discrepancies. Detail oriented with a proven success record in account reconciliation and saving money. Possesses solid organizational skills and a willingness to learn more about accounting.

## PROFESSIONAL EXPERIENCE

### Accounting Specialist

XYZ Accountants, Sacramento, CA | January 2012 - Present

- Ensure accuracy of all transactions with clients, vendors and employees
- Apply acquired accounting skills when looking for ways to save the company money
- Saved XYZ over \$250K in lost revenue through bank errors
- Acquired problem-solving skills in the SAP accounting system when working closely with the company CEO
- Improve client relationships by resolving late and missed payments
- Work closely with management and other staff members

## EDUCATION

### Bachelor of Science in Accounting, GPA 4.0

Sacramento University,  
Sacramento, CA  
August 2006 - May 2010

- Took advanced classes in finance
- Minored in Business Administration

## KEY SKILLS

- Ability to work easily under deadlines
- Excellent written and verbal communication skills
- Proficient in Microsoft Office
- Solid knowledge in GAAP, GAAS, GST and PST returns
- Strong academic foundation with an extensive background in economics
- Two years of hands-on training within the XYZ Company