

DANIELLE BRASSEUR

4567 8th Avenue, Carson City, NV 10111 | +216 96 478 154 | danielle@example.com | www.linkedin.com

Dynamic and detail-oriented accountant with expertise in GAAP and comprehensive public accounting experience. Known for delivering top-notch strategic solutions and fostering business growth through effective collaboration and ownership mentality.

EDUCATION

Bachelor of Science in Accounting, Minor in Business Administration | Bellows College

Degree obtained June 20XX

- Distinguished member of university's Accounting Society, GPA: 3.8
- Relevant coursework: Advanced Financial Accounting and Reporting

EXPERIENCE

Accountant | Trey Research | San Francisco, CA

March 20XX – Present

- Provide accounting services for individuals and businesses in a mid-sized firm
- Specialize in income tax preparation, audit support, and financial statement preparation
- Manage pro forma budgeting, general ledger accounting, and bank reconciliation

Bookkeeper | Bandter Real Estate | Berkeley, CA

May 20XX – February 20XX

- In-house bookkeeper for a real estate development company
- Maintained financial books, tracked expenses
- Prepared and submitted invoices

Accounting intern | Olson Harris Ltd. | Vallejo, CA

December 20XX – April 20XX

- Assisted with payroll and Pensions service management for 150+ employees
- Prepared invoices for more than 200 clients
- Assisted with bill payments, records organization and preparation, and other office duties

SKILLS

- Microsoft NAV Dynamics
- Cashflow planning & management
- State & federal tax codes
- Bookkeeping
- Exceptional communication
- Fluent in German