

## **Sofia Flores**

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### **Summary**

Certified Public Accountant with 10 years in the industry and experience in tax preparation, auditing and accounting management. Exceptional skills in communication, attention to detail and data analysis.

### **Education**

Springtown College  
Bachelor of Science in accounting

### **Experience**

#### **Sparrow and Fly Accounting, New Orleans, LA, Accounting Manager**

**May 2019 – Current**

- Oversee the daily operations in the accounting department
- Engage in auditing annually and quarterly internally and for clients
- Prepare business activity reports for corporate clients
- Complete tax planning throughout the fiscal year
- Perform data analysis on potential capital investments and contract negotiations for corporate clients

#### **Tumnus Financial, New Orleans, LA, Lead Accountant**

**Oct. 2015 – May 2019**

- Produced invoices and balance sheets for clients regularly
- Helped clients organize their finances and compute their taxes during tax season
- Provide support to the rest of the accounting teams

#### **Tumnus Financial, New Orleans, LA, Certified Public Accountant**

**Jan. 2012 – Oct. 2015**

- Completed auditing and assurance services for corporate clients
- Prepared and filed federal and state taxes to ensure clients received their tax returns

- Filed reports with the Securities and Exchange Commission (SEC) to share and update financial data

## **Certifications**

- Certified Management Accountant (CMA)
- Certified Public Accountant (CPA)
- Certified Internal Auditor (CIA)

## **Skills**

- Expert-level knowledge of accounting
- Auditing
- Written and verbal communication
- Time management
- Data analysis