**Ebony Moore**

Seattle, WA | 206-555-0149 | emoore@email.com

**Summary**

Determined Accountant with three years of experience in personal and tax accounting. Excellent skills in mathematics, communication and organization with great proficiency in various accounting software.

**Education**

Cloverfield College

Bachelor of Business Administration in accounting

**Experience**

**Gilmore Financial, New Orleans, LA, Certified Public Accountant**

**Oct. 2021 – Current**

* Meet with clients to discuss their accounting needs
* Compute taxes for clients during tax season
* Monitoring and recording activity for accounts payable and accounts receivable
* Prepare balance sheets for corporate clients
* Create budget forecasts for clients to help with financial planning

**Harrison Money Management, New Orleans, LA, Accountant**

**Aug. 2020 – Oct. 2021**

* Prepared tax returns for clients during tax season
* Helped the internal audit team complete annual audits
* Updated monthly reports to reflect the financial standings of each client

**Harrison Money Management, New Orleans, LA, Junior Accountant**

**May 2019 – Aug. 2020**

* Maintained accounts receivable and accounts payable for the department
* Reviewed monthly payroll to ensure it's accurate before distribution
* Prepared financial reports to share with clients

**Certifications**

* Certified Public Accountant (CPA)
* Certified Financial Analyst (CFA)

**Skills**

* Proficiency in accounting software
* Basic mathematics
* Organizational skills
* Attention to detail
* Communication skills