**Sofia Flores**

Miami, FL | 305-555-0196 | sflores@email.com

**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