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| Donna  Robbins | | Detroit, MI | www.greatsiteaddress.com  313.555.0100 | donna@example.com |
| Analytical, organized and detail-oriented accountant with GAAP expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth. | | |
| ExperienceAccountantTrey Research | San Francisco, CA20XX – PRESENT Working in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide full range of services, include income tax preparation, audit support, preparation of financial statements, pro forma budgeting, general ledger accounting, and bank reconciliation. | | |
| BookkeeperBandter Real Estate | Berkeley, CA20XX – 20XX Inhouse bookkeeper for a real estate development company. Maintained financial books, tracked expenses, prepared and submitted invoices, and oversaw payroll. | | Accounting InternOlson Harris Ltd. | Vallejo, CA20XX – 20XX Assisted with payroll and Pensions service management for 150+ employees. Prepared invoices for more than 200 clients. |
| EducationBachelor of Science in Accounting, Minor in Business AdministrationBellows CollegeJUNE 20XX  * Distinguished member of university’s Accounting Society * Relevant Coursework: Advanced Financial Accounting & Reporting * GPA 3.8 | | |
| Skills | | |
| * Microsoft NAV Dynamics * Cashflow planning and management * State & federal tax codes | * Bookkeeping * Exceptional communication * Fluent in German | |