

Amira Diaz
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Objective:

To obtain a challenging accounting position that will

Education:

University of Miami (UM) - Bachelor of Science in A

Skills:

- Proficient in Microsoft Excel, QuickBooks, and oth
- Strong analytical and problem-solving skills
- Excellent attention to detail
- Ability to meet deadlines and work under pressure
- Strong communication and interpersonal skills

Experience:

Accounting Intern, XYZ Company, Miami, FL (May 2

- Assisted with accounts payable and receivable
- Prepared journal entries
- Reconciled bank statements
- Assisted with month-end close

Accounting Clerk, ABC Company, Miami, FL (Septe

- Maintain accurate and up-to-date records of financ
- Process accounts payable and receivable
- Prepare and file tax returns
- Assist with budget preparation and financial foreca

Certifications:

- Certified Public Accountant (CPA), expected comp

References: