

JANE PROFESSIONAL

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EXPERIENCE

ACCOUNTING INTERN, ABC ASSOCIATES

April 2022 - Present

- Worked in the Accounts Payable team in a group of four reducing the number of invoicing disputes by 20% in the first two months.
- Fast-tracked bank and credit cards reconciliation which was three months behind schedule and maintaining the accounts payable report for dissemination to senior leadership.
- Consolidated data analysis results shared by the analytics team and present to the senior accounting leadership resulting in the addition of bad debt to sales ratio as a core metric for the accounting team.

RISK AND COMPLIANCE INTERN, ACME INC.

September 2021 – December 2021

- Contributed to the development of the Continuous Risk Assessment tool in collaboration with the engineering team, reducing the onboarding time for new clients to 3 days from 7 days.
- Obtained a CPA professional qualification to supplement the team.
- rectified a list of outstanding tickets from product design that had been outstanding in 3 months.

SKILLS

Netsuite ERP System

- Highly proficient in the Netsuite ERP system streamlining data sharing with other teams.

Microsoft Office Suite

- Highly proficient in the Microsoft Office suite for collaboration and asynchronous communication with other team members.

SQL

- Use of SQL for data modeling and results analysis before presentation to senior leadership.

EDUCATION

Bachelor of Commerce, ACME UNIVERSITY

September 2014- April 2019