

# Elizabeth Doychinova

Chicago, IL

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#readytowork

## Work Experience

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### **Accounting Specialist**

Logiflex Inc - Park Ridge, IL

August 2013 to March 2020

## Education

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### **Associate**

Moraine Valley Community College

## Skills

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- Accounts Payable
- Accounts Receivable
- Accounting
- Journal Entries
- Balance Sheet Reconciliation
- Bank Reconciliation
- Account Reconciliation
- Office Management

## Certifications and Licenses

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### **Leading with Finance**

Present

HBX / Harvard Business School

### **CORe**

Present

HBX / Harvard Business School

## Assessments

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### **Accounting: Basic Principles — Proficient**

May 2020

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/7d21b74e9fb4b4ca550cebee0d269d22eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/7d21b74e9fb4b4ca550cebee0d269d22eed53dc074545cb7)

### **Spreadsheets with Microsoft Excel — Highly Proficient**

May 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/cb3f8aeca2b8adb83087f1c7a38fcca6eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/cb3f8aeca2b8adb83087f1c7a38fcca6eed53dc074545cb7)

### **Attention to Detail — Expert**

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/335a705f251b1daea81e7c49e8a45e1feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/335a705f251b1daea81e7c49e8a45e1feed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Highly Proficient**

May 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d09f10e5bd2cbf5cf8ecc0b49de85ec3eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d09f10e5bd2cbf5cf8ecc0b49de85ec3eed53dc074545cb7)

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