

# **STEVEN TORRES**

Junior Accountant

Contact Information:

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Location: Houston, TX

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## **PROFESSIONAL SUMMARY**

Dedicated accounting professional with 1+ years of experience in general accounting and financial reporting. Strong attention to detail and excellent organizational skills. Seeking to advance career in accounting with focus on process improvement and professional growth.

## **TECHNICAL SKILLS**

- Accounts Payable
- Budget Planning
- Bank Reconciliation
- Journal Entries
- Cost Accounting
- Tax Preparation
- Fixed Asset Management
- Month-End Closing

## **SOFTWARE PROFICIENCY**

- ERP Systems
- Adobe Acrobat
- Access
- Power BI
- Tableau
- Peachtree

## **PROFESSIONAL EXPERIENCE**

Junior Accountant | Advanced Accounting Systems | 2023 - Present

- Led financial reporting and analysis for \$50M+ revenue company
- Managed month-end closing process and prepared financial statements
- Collaborated with cross-functional teams on strategic initiatives
- Implemented process improvements resulting in 20% efficiency gains
- Mentored junior staff and provided training on new procedures

## **EDUCATION**

Bachelor of Science in Accounting

University of Virginia | 2019

**GPA: 3.0/4.0**

## **ACHIEVEMENTS**

{generate\_achievements(experience\_years)}

## **REFERENCES**

Available upon request