

## **CYNTHIA GARCIA**

Senior Accountant

Contact Information:

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Location: Boston, MA

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## **PROFESSIONAL SUMMARY**

Experienced accounting professional with 5+ years of progressive experience in financial reporting, analysis, and compliance. Proven track record of improving processes and delivering accurate financial information. Strong expertise in accounting principles and software applications.

## **TECHNICAL SKILLS**

- Fixed Asset Management
- Accounts Receivable
- Month-End Closing
- Cost Accounting
- Year-End Closing
- Variance Analysis
- SOX Compliance
- Financial Reporting

## **SOFTWARE PROFICIENCY**

- Database Management
- SAP
- Adobe Acrobat
- NetSuite
- Sage
- VBA

## **PROFESSIONAL EXPERIENCE**

Senior Tax Associate | Advanced Financial Group | 2022 - 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

Financial Analyst | Advanced Business Partners | 2021 - 2022

- Prepared monthly financial reports and variance analysis
- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

Principal | Excellence in Accounting | 2021 - 2022

- Prepared monthly financial reports and variance analysis
- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

Credit Analyst | Premier Financial Advisors | 2021 - 2022

- Prepared monthly financial reports and variance analysis
- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

## **EDUCATION**

Bachelor of Science in Accounting

University of Texas at Austin | 2019

**GPA: 3.3/4.0**

## **CERTIFICATIONS**

- Six Sigma
- CIA
- Chartered Accountant

## **ACHIEVEMENTS**

{generate\_achievements(experience\_years)}

## **REFERENCES**

Available upon request