

## **GEORGE JACKSON**

Recent Graduate

Contact Information:

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## **PROFESSIONAL SUMMARY**

Recent accounting graduate with strong academic foundation and internship experience. Eager to begin career in accounting with focus on financial reporting and analysis. Detail-oriented, organized, and committed to professional growth and development.

## **TECHNICAL SKILLS**

- Payroll Processing
- Accounts Receivable
- Bank Reconciliation
- Accounts Payable
- Journal Entries
- Tax Preparation
- Cost Accounting
- Financial Reporting

## **SOFTWARE PROFICIENCY**

- Sage
- Oracle
- Payroll Software
- Adobe Acrobat
- Peachtree
- Microsoft Excel

## PROFESSIONAL EXPERIENCE

Accounting Intern | Advanced Business Partners | Summer 2023

- Assisted with month-end closing procedures and financial reporting
- Processed accounts payable invoices and vendor payments
- Performed bank reconciliations and account analysis
- Maintained general ledger accounts and prepared journal entries
- Created Excel spreadsheets for financial analysis and reporting

## EDUCATION

Master of Accountancy

Princeton University | 2023

**GPA: 4.0/4.0**

## ACHIEVEMENTS

{generate\_achievements(experience\_years)}

## REFERENCES

Available upon request