

MATTHEW MITCHELL

Recent Graduate

Contact Information:

Email: matthew.mitchell@email.com

Phone: (981) 216-7711

Location: Houston, TX

LinkedIn: linkedin.com/in/matthewmitchell

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

- Audit Support
- Tax Preparation
- General Ledger
- Cost Accounting
- Budget Planning
- Year-End Closing
- Payroll Processing
- Month-End Closing

SOFTWARE PROFICIENCY

- Peachtree
- SQL
- Payroll Software
- Access
- Outlook
- Adobe Acrobat

PROFESSIONAL EXPERIENCE

Treasury Analyst | Elite Business Solutions | 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 Business Administration

University of Wisconsin | 2023

GPA: 3.6/4.0

ACHIEVEMENTS

{generate_achievements(experience_years)}

REFERENCES

Available upon request