

## **BRENDA RIVERA**

Accounting Assistant

Contact Information:

Email: brenda.rivera@email.com

Phone: (975) 515-3825

Location: Los Angeles, CA

LinkedIn: [linkedin.com/in/brendarivera](https://linkedin.com/in/brendarivera)

## **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**

- Month-End Closing
- Fixed Asset Management
- General Ledger
- Tax Preparation
- Variance Analysis
- Cost Accounting
- SOX Compliance
- Payroll Processing

## **SOFTWARE PROFICIENCY**

- PowerPoint
- Sage
- NetSuite
- Python
- Microsoft Office
- Adobe Acrobat

## **PROFESSIONAL EXPERIENCE**

Cost Accountant | Retail Solutions Inc | 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

**UCLA | 2015**

**GPA: 3.0/4.0**

## **CERTIFICATIONS**

- Microsoft Excel Expert

## **ACHIEVEMENTS**

{generate\_achievements(experience\_years)}

## **REFERENCES**

Available upon request