

NICOLE GONZALEZ

Accounting Assistant

Contact Information:

Email: nicole.gonzalez@email.com

Phone: (638) 698-7656

Location: Portland, OR

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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
- Variance Analysis
- Payroll Processing
- Accounts Receivable
- Tax Preparation
- Month-End Closing
- Cost Accounting
- SOX Compliance

SOFTWARE PROFICIENCY

- Peachtree
- ERP Systems
- Word
- SAP
- CRM Systems
- Tax Software

PROFESSIONAL EXPERIENCE

Accounts Receivable Manager | Prime Financial Advisors | 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 Economics

University of Wisconsin | 2018

GPA: 3.6/4.0

CERTIFICATIONS

- CIA
- CPA

ACHIEVEMENTS

{generate_achievements(experience_years)}

REFERENCES

Available upon request