

# **NICOLE ANDERSON**

Staff Accountant

Contact Information:

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Location: New York, NY

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## **PROFESSIONAL SUMMARY**

Experienced accounting professional with 3+ 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**

- Journal Entries
- Budget Planning
- Bank Reconciliation
- Accounts Receivable
- Cost Accounting
- Financial Reporting
- Month-End Closing
- SOX Compliance

## **SOFTWARE PROFICIENCY**

- Access
- SQL
- Outlook
- Python
- VBA
- ERP Systems

## **PROFESSIONAL EXPERIENCE**

CPA | Global Finance Corp | 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

Advisor | Comprehensive Accounting Services | 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**

Master of Business Administration

University of California, Berkeley | 2020

**GPA: 3.2/4.0**

## **CERTIFICATIONS**

- CPA

## **ACHIEVEMENTS**

{generate\_achievements(experience\_years)}

## **REFERENCES**

Available upon request