

BRENDA RIVERA

Accounting Assistant

Contact Information:

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Location: Los Angeles, CA

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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

- 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