

## **THOMAS MARTIN**

Staff Accountant

Contact Information:

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Phone: (912) 235-7710

Location: Tampa, FL

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## **PROFESSIONAL SUMMARY**

Dedicated accounting professional with 2+ 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**

- Tax Preparation
- Bank Reconciliation
- General Ledger
- Audit Support
- Accounts Receivable
- Cost Accounting
- Accounts Payable
- Journal Entries

## **SOFTWARE PROFICIENCY**

- Google Workspace
- Word
- SAP
- CRM Systems
- VBA
- Access

## **PROFESSIONAL EXPERIENCE**

Executive | Capital Markets Group | 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

## **EDUCATION**

Bachelor of Science in Finance

University of Minnesota | 2015

**GPA: 3.7/4.0**

## **CERTIFICATIONS**

- PMP
- Oracle Certification
- SAP Certification

## **ACHIEVEMENTS**

{generate\_achievements(experience\_years)}

## **REFERENCES**

Available upon request