

ANDREW GREEN

Recent Graduate

Contact Information:

Email: andrew.green@email.com

Phone: (714) 826-3519

Location: Long Beach, CA

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

PROFESSIONAL SUMMARY

Recent accounting graduate with strong academic foundation and internship experience. Eager to begin career in accounting with focus on financial reporting and analysis. Detail-oriented, organized, and committed to professional growth and development.

TECHNICAL SKILLS

- Tax Preparation
- Financial Reporting
- Fixed Asset Management
- Payroll Processing
- Accounts Payable
- Year-End Closing
- Bank Reconciliation
- Variance Analysis

SOFTWARE PROFICIENCY

- PowerPoint
- Microsoft Excel
- Adobe Acrobat
- SQL
- Outlook
- Sage

PROFESSIONAL EXPERIENCE

Accounting Intern | Premier Financial Advisors | Summer 2023

- Assisted with month-end closing procedures and financial reporting
- Processed accounts payable invoices and vendor payments
- Performed bank reconciliations and account analysis
- Maintained general ledger accounts and prepared journal entries
- Created Excel spreadsheets for financial analysis and reporting

EDUCATION

Master of Accountancy

Columbia University | 2022

GPA: 3.3/4.0

CERTIFICATIONS

- PMP
- CGA

ACHIEVEMENTS

{generate_achievements(experience_years)}

REFERENCES

Available upon request