

ELIZABETH ROBERTS

Recent Graduate

Contact Information:

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Location: New York, NY

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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

- Tax Preparation
- Cost Accounting
- Financial Reporting
- Accounts Receivable
- Budget Planning
- Month-End Closing
- Journal Entries
- Variance Analysis

SOFTWARE PROFICIENCY

- Word
- QuickBooks
- Tax Software
- Database Management
- NetSuite
- Access

PROFESSIONAL EXPERIENCE

Principal | 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

Master of Business Administration

Harvard University | 2015

GPA: 3.2/4.0

CERTIFICATIONS

- PMP
- QuickBooks ProAdvisor
- Enrolled Agent

ACHIEVEMENTS

{generate_achievements(experience_years)}

REFERENCES

Available upon request