**Chris Jones**

(123) - 456 - 7890 | your\_email@someemail.com | City, State, Zip Code | linkedin.com/ChrisJones

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| **Career Objective** | Licensed Certified Public Accountant with over 6 years of experience. Member of the AICPA and NYSSCPA seeking to apply diverse accounting and administrative knowledge as a supervising accountant at your company. Possess a B.S. in Accounting from a top-50 accounting school. |

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| **Key Skills** | Intimate familiarity with both IFRS in addition to US GAAP  Expert with Quickbooks Pro  Microsoft Suite (Advanced Excel) |

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| **Professional**  **Experience** | **Supervising Accountant, McIntire Human Resources, Ithaca, NY September 2011 – Present**   * Maintain up-to-date documentation of all company processes * Conduct and oversee periodic financial audits * Coordinate and organize internal control projects with an annual budget of $40 million+ * Develop formal dashboards to communicate results of audit activities to senior management * Manage multiple client accounts totaling over $75 million * Train and coordinate a team of experienced in-house financial analysts   **Accountant, Steadman & Steadman LLC, Ithaca, NY**  **September 2010 - August 2011**   * Processed, examined, and certified administrative receipts and disbursments * Tracked metrics and performance indicators. Assisted external auditors with document collection for audits * Performed monthly reconciliations and account analysis * Managed stock portfolio worth over $35 million, increasing returns by 5% * Identified several applicable tax credits resulting in tax savings totaling over $14,000 annually * Pinpointed several operational inefficiencies, boosting performance and drawing in several new clients leading to a total bottom-line increase of 12% annually |

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| **Professional**  **Education** | Master of Science in Accounting, SOUTHERN NEW HAMPSHIRE UNIVERSITY , Manchester, NH,August 2010 |