donna robbins

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| 4567 Main Street, Detroit, MI 48127 | (313) 555-0100 | [donna@example.com](mailto:donna@example.com) | www.greatsiteaddress.com  Analytical, organized and detail-oriented accountant with GAAP expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth. | |
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| EducationBachelor of Science in Accounting, Minor in Business Administration | Bellows CollegeJune 20XX  * Distinguished member of university’s Accounting Society * Relevant coursework: Advanced Financial Accounting and Reporting * GPA: 3.8 | |
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| ExperiEnceAccountant | Trey Research | San Francisco, CA20XX – Present Working in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide full range of services, include income tax preparation, audit support, preparation of financial statements, pro forma budgeting, general ledger accounting, and bank reconciliation. Bookkeeper | Bandter Real Estate | Berkeley, CA20XX – 20XX Inhouse bookkeeper for a real estate development company. Maintained financial books, tracked expenses, prepared and submitted invoices, and oversaw payroll. Accounting Intern | Olson Harris Ltd. | Vallejo, CADecember 20XX – April 20XX Assisted with payroll and Pensions service management for 150+ employees. Prepared invoices for more than 200 clients. Assisted with bill payments, records organization and preparation, and other office duties to support financial and accounting operations. | |
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| Skills | |
| * Microsoft NAV Dynamics * Cashflow planning & management * State & federal tax codes | * Bookkeeping * Exceptional communication * Fluent in German |