

## **Samantha Brown**

(123) 456-7890

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456 Smith Avenue, Thompson, Missouri, 01234

### **Profile**

Highly motivated recent college graduate with demonstrated experience in assisting in preparing financial reports and ensuring the satisfaction of friends and clients. Excellent communicator who works well alone or in a team.

### **Key Skills**

- Able to work flexible hours
- Committed to working alone or in teams
- Excellent written and verbal skills
- Experienced with Enterprise Resource Planning
- Familiar with Quicken and Zipbooks
- Knowledgeable in QuickBooks line of accounting software
- Possesses advanced mathematical skills

### **Education**

#### **Bachelor of Science in Accounting, GPA 4.0**

*New York University, New York, NY, August 2015 - May 2019*

- Organized the University chapter of student accountants
- President of the Kappa Delta Sorority

### **Professional Experience**

#### **Accounting Intern, LBI Company, New York, NY**

*August 2019 - Present*

- Helped improve accountability and productivity among a staff of 12
- Improved forecast precision and reporting procedures
- Located over \$5,000 in unpaid invoices in a matter of two months with the organization
- Introduced enhance accounts payable and receivable processes