

Ann Smith

123 Olympic Avenue, YourPlace, Texas 11111 Ann@sampleemail.com (123) 789-6788

Hard-working Certified Public Accountant with a dedication to saving companies money. Skilled at preparing financial reports, reconciling accounts, collecting money owed and completing special company projects as required.

Education

Bachelor of Science in Accounting

University of Texas, Austin, TX
May 2010 - May 2014

Key Skills

- Budget forecasting expertise
- CPA certification
- Detail oriented
- Excellent written and verbal communication skills
- Extremely organized
- Knowledgeable in general ledger accounting
- Proficient in QuickBooks and Quicken accounting software

Professional Experience

Senior Accountant

Brown and Associates, Fort Worth TX | January 2015 - Present

- Streamline work processes to improved productivity in a staff of 100
- Located approximately \$120,000 in lost revenue through bank reconciliation
- Prepare monthly closing and profit loss statements for management and board of directors
- Decreased company financial errors by 10 percent over the course of five years
- Work closely with the company president as a financial adviser

Staff Accountant

Tom Smith Accountant, College Place, TX | August 2008 - December 2014

- Handled company benefits for a staff over 20
- Generated weekly payroll, company bonuses and checked for accuracy with time
- Reconciled monthly bank accounts to ensure accuracy in accounting
- Investigated and resolved discrepancies with bank accounts
- Coordinated with senior financial officers to print and distribute quarterly financial statements