

ZOEY LOGAN

Detail-orientated senior accounting manager with more than eight years of experience in analyzing financial information and managing people. Proven track record of seeing projects through to completion within deadlines and with 100% accuracy. Goal-orientated and self-motivated professional who is able to work independently or as part of a team.

123 Main Street, Miami, FL 12345
z.logan@youreemail.com
(123) 456-7890

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTING MANAGER

ABC Corporation, Miami, FL
September 2017 - Present

- Oversee a team of 15 accounting specialists who are responsible for payroll, financial reports, accounts receivable, and billing
- Analyze quarterly and monthly financials and create a detailed report to present to company executives
- Work on cost reduction ideas
- Ensure the company financials comply with state and federal laws
- Prepare all documentation required for annual external audits
- Present budget forecasts to senior management
- Maintain all accounting ledgers

ASSISTANT ACCOUNTING MANAGER

Imagination Retail, Miami, FL
June 2012 - August 2017

- Checked the work of four accounting specialists and reported any discrepancies to the senior accounting manager
- Identified methods of reducing costs and managed to reduce company expenses by 27%
- Assisted the senior accounting manager in creating financial reports for senior management
- Performed research on operational data and financial results

EDUCATION

Bachelor of Science in Accounting
The University Of Miami, Miami, FL
September 2006 - June 2010

Master of Business Administration
The University Of Miami, Miami, FL
September 2006 - June 2012

KEY SKILLS

- Financial auditing
- Time management
- Budget tracking
- Analytical skills
- Leadership