KAYLA MCADAMS

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kmcadams@email.com
(123) 456-7890

EDUCATION

Bachelor of Science in Accounting

University Of Michigan, Ann Arbor, MI
September 2014 - May 2019

Coursework completed:
- Accounting Principles
- Accounting Information System Design
- Advanced Big Data Analytics
- Financial Decision Making

KEY SKILLS

- Attention to detail
- Information management and organization
- Problem-solving and advanced mathematics
- Friendly and communicative

Ambitious young professional determined to positively contribute to the accounting industry. Noted interest in developing automated systems to increase accuracy and transparency in financial transaction reporting. Willing and able to quickly learn new software, platforms and technologies.

PROFESSIONAL EXPERIENCE

Accounts Payable Intern

JNE Accounting Firm, Topeka, KS | May 2019 - Present

- Selected to present original research at an anti-fraud seminar to over 250 accounts payable specialists
- Assist with training new staff to use the latest accounting software
- Track and manage payments and transactions totaling over $100,000 for 5-7 clients

Financial Aid Office Student Worker

University of Michigan, Ann Arbor, MI | January 2017 - May 2019

- Answered 30 to 50 phone calls per day from students inquiring about their accounts
- Ensured public and private student loan money was disbursed in a timely and accurate manner
- Monitored office supplies and placed orders for replenishment when necessary