

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

I am a motivated bachelor's degree holder in accounting and skilled in deductive thinking. Committed to building strong client relationships and improving business operations. I assisted Payson Schools with payroll disbursement and two consecutive company audits.

## Experience

### **Assistant accountant (Volunteering)** - Payson county schools/ Location

*MONTH 2020 - 2021*

- Updated payroll faculty's operations through payout restructuring and innovative computer applications
- Worked with the auditing team on internal audits
- Managing accounts receivables and payables
- Managing vendor and banking relationships

### **Intern staff accountant** - Novogradac/ Location

*MONTH 2022 – MONTH 2023*

- Managed tax activities for Fortune 500 corporations under director supervision
- Forged 20+ working customer ties through a professional approach
- Identified and gave feedback on potential problematic zones regarding compliance, which eventually saved the company \$4k in penalties

### **Project Experience**

- Managed tax activities for Fortune 500 corporations under director supervision
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## Education

### **Bachelor of Science in Business Administration** – Harvard University

*MONTH 2017-2020*

- GPA: 3.5
- AWARD
- AWARD

### **CPA Certification** - Colorado University

*MONTH 2020*

- GPA: LIST
- AWARD
- AWARD

## Skills

### **Expertise**

- GAAP
- Microsoft Excel
- Financial writing
- Auditing
- Expense writing
- Accounts payable and receivable

## Licenses & Accreditations

### **Licenses & Accreditations**

- Certified financial analyst
- Certified fraud examiner
- Certified internal auditor