

NAME

TITLE

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

Profile

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Experience

Public Accounting Manager - City Accounting Firm / Location

MONTH YEAR - Present

- Managed financial records for 40 clients each month while overseeing a team of three junior accountants
- Served on a committee of managers from all departments to stay updated on business operations, increasing company-wide efficiency by 65%
- Trained major clients on general financial knowledge to ensure they made good choices independently
- Developed an internal audit process that helped the company eliminate unnecessary programs and expenses by 30%
- Produced monthly financial reports for management and stakeholders

Public Accounting Manager - Tax Consultancy / Location

MONTH YEAR – MONTH YEAR

- Mentored 50 clients on tax law and helped them maintain accurate records throughout the year
- Filed taxes for 30 individuals and 30 corporations annually, using financial reports created from monthly check-ins
- Improved client retention rate by 40% company-wide
- Input data from paper documents into the new accounting system adopted by the company with no training
- Reduced tax document turnaround time by 20%, giving clients information in a more timely manner

Project Experience

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Education

Master of Science in Accounting - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor of Science in Accounting - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Account analysis
- Certified Public Accountant
- Financial reporting
- General ledger skills
- Task prioritization

Licenses & Accreditations

Licenses & Accreditations

- Certified Public Accountant (CPA) from the Institute of Management Accountants (IMA)
- Certified Fraud Examiners (CFE) from the [Association of Certified Fraud Examiners](#) (ACFE)