

MARY BROWN

999 Main Street
Any Town, NY 99999
(999)-999-9999
email@yahoo.com

OBJECTIVE:

Seeking an entry level accounting / financial position, that will enable me to utilize my acquired knowledge and skills, to provide a positive development in the company.

EXPERIENCE:

ABC Inc.

Accountant (01/2010-02/2010)

- Led a team of two junior accountants to perform bookkeeping tasks.
- Performed reconciliations of general ledger accounts including fixed asset, inventory, and money market accounts.
- Researched account transactions to identify and resolve discrepancies.
- Prepared credit approval summaries on clients' financial positions in light of current economic conditions.
- Developed cost cutting and budget control proposals by auditing financial and manufacturing performance records to identify cost sensitive variables. Result: reduced company expense by 10%.

XYZ Corp.

Junior Accountant (05/2009-07/2009)

- Handle customer transactions and reconcile discrepancies.
- Contact vendors for invoice to meet month end payments.
- Create and update databases and excel spreadsheets.
- Review account statements for clients, verify transactions.
- Prepare and complete customer payment wires, back up docs and approval.
- Maintain positive customer rapport.

BCD Inc.

Junior Accountant (05/2006-07/2009)

- Responsible for monthly close of individual companies within the consolidated group statements.
- Assisted the controller in the preparation of financial statements, monthly income and expense variation analysis and annual budget.
- Prepared internal reports for the shareholder's meetings.
- Performed monthly reconciliation for various asset accounts.
- Coached and mentored interns within the corporate financial reporting group.
- Processed invoices for firm wide vendor payments and monthly accounts receivable billing.
- Prepared and reviewed the analysis of vendor history and general ledger activity.

EDUCATION:

University of Pittsburgh, Pittsburgh
Bachelor of Business Administration
Major: Accounting minor in Finance, GPA 3.0/4.0

08/2009

Honors/Awards:

President's List (1 semester), Dean's List (1 semester)

Students in Free Enterprise (SIFE), Member, Monroe College Chapter

- Participated in group projects, and helping youths in the community.

Volunteer of Lighthouse International

Related Coursework:

Accounting I & II, Computerized Accounting, Money and Banking, Principles of Finance, Investment Analysis, Income Tax I & II, Managerial Accounting, Corporate Finance, Cost Accounting, Algebra, Quantitative forecasting

COMPUTER SKILLS

Microsoft Office Suite, QuickBooks, Great Plains Dynamics

REFERENCES:

Available upon request

JeffTheCareerCoach.com