



# ACCOUNTANT RESUME SAMPLE

## CONTACT

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## SKILLS

Oracle

SAGE

Microsoft Office

Communication

Time Management

Critical Thinking

Handling Pressure

## EDUCATION

### **M.B.A. / ACCOUNTING**

Poloma College, NJ  
2013

### **B.A. / ACCOUNTING**

Grover College, CO  
2011

### **CERTIFIED PUBLIC ACCOUNTANT**

## AWARDS

### **EMPLOYEE OF THE MONTH**

Langford Partnership  
March, 2015

## RESUME OBJECTIVE

Certified Public Accountant with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. Possess an MBA with a focus in accounting. Seeking to leverage accounting expertise and experience into a managerial role as a corporate banker.

## EXPERIENCE

### **FINANCIAL ANALYST**

*LANGFORD PARTNERSHIP, BOSTON, MA / September 2016 - Present*

- Created financial reports and supported all areas of responsibility within a 5 person finance team
- Managed a \$350,000 budget, with a reduction of costs totaling 15% over two years
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
- Performed process analysis and communicated recommendations to management
- Process journal entries and perform accounting corrections to ensure accurate records

### **FINANCIAL ADVISOR**

*Bringham & Sons, Bakersfield, CA / June 2013 - August 2016*

- Conducted thorough reviews of potential business partnerships and strategies, and performed risk analyses using FRAP (Facilitated Risk Analysis Process)
- Trained and supervised 2 new employees, ensuring they maintain fastidious attention to detail
- Forecasted losses and earnings using quantitative and qualitative analyses to a high degree of accuracy, allowing the company to intelligently manage and invest resources
- Adhered to departmental controls and regulations, maintaining ethical conduct at all times.