

KATIE JOHNSON

Accountant

CONTACT DETAILS

123 Anywhere St.,
Any City, State,
Country 12345

123-456-7890

hello@resumesbot.com

SUMMARY

Ensured Public Accountant with 5+ long stretches of understanding of record procedures, compromises and streamlining reports. Have a MBA. Looking to use my expert mastery and experience into an administrative job as a corporate broker.

EDUCATION

BS Physics
University of El Dorado 2013
GPA 4.0, Valedictorian

SKILLS

- Time management
- Adaptability
- Openness
- Business acumen
- Proficiency in IT
- Mathematical and deductive reasoning
- Proficiency with Microsoft Office Suite
- Strong written and oral communication
- Active learning
- Project management
- Integrity

EXPERIENCE

Staff Accountant
Better Accounting Solutions,
2015-present

- Reconciled and processed credit card bills
- Prioritized invoices payments according to payments due dates
- Established, monitored and maintained standard costs on a regular basis

Staff Accountant
RJ Caruso Tax & Accounting
2013-2015

- Maintained files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Processed check requests