| (123) 456-7890 | City, State Abbreviation Zip Code | email@example.com LinkedIn | Portfolio |
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| John Smith |
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| Profile |  | Dedicated accounting graduate with a solid academic background and a passion for financial analysis. Strong understanding of accounting principles, financial reporting, and auditing procedures. Seeking an Entry-Level Accountant position with Insight Global to apply my knowledge and contribute to the organization's success by ensuring sound financial management. |
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| Education |  | July 2022 – February 2023 | Southern New Hampshire University, Manchester, NHGraduate Accounting Certificate |
|  |  | September 2018 – June 2022 | Southern New Hampshire University, Manchester, NH Bachelor of Science (B.S.) Accounting |
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| Professional Experience |  | February 2023 – Present | **Accounting Intern,** Marriott International, Orlando, FL* Assist in the preparation of monthly balance sheets and income statements for multiple Marriott properties, ensuring accuracy and timeliness in financial reporting
* Reduced outstanding payments by 10% by conducting detailed analyses of accounts payable and accounts receivable, identifying discrepancies and reconciling outstanding balances
* Participate in the development of annual budgets for various departments, providing valuable insights and contributing to the achievement of a 5% cost reduction
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|  |  | January 2021 – February 2023 | **Store Associate,** Barnes & Noble, Orlando, FLImplemented an inventory tracking system, resulting in a 30% reduction in stock discrepancies and improved inventory management efficiencyUtilized point-of-sale (POS) system to process transactions accurately and efficiently, handling cash, credit card, and gift card paymentsProvided exceptional customer service by assisting customers with inquiries, locating merchandise, and processing sales transactions, ensuring a positive shopping experience |

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| Key skills |  | * Financial Analysis
* Auditing
* Accounting Software
* Financial Reporting
* Budget Management
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