

John Smith

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.

Education

July 2022 – February 2023 **Southern New Hampshire University, Manchester, NH**
Graduate Accounting Certificate

September 2018 – June 2022 **Southern New Hampshire University, Manchester, NH**
Bachelor of Science (B.S.) Accounting

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

January 2021 – February 2023 **Store Associate**, Barnes & Noble, Orlando, FL

- Implemented an inventory tracking system, resulting in a 30% reduction in stock discrepancies and improved inventory management efficiency
- Utilized point-of-sale (POS) system to process transactions accurately and efficiently, handling cash, credit card, and gift card payments
- Provided exceptional customer service by assisting customers with inquiries, locating merchandise, and processing sales transactions, ensuring a positive shopping experience

Key skills

- Financial Analysis
- Auditing
- Accounting Software
- Financial Reporting
- Budget Management