

DC

# David Chen

Staff Accountant

## ABOUT ME

Staff accountant with four years of experience in audit support, month-end close, and financial reporting within tech and non-profit industries.

## PROFESSIONAL EXPERIENCE

Staff Accountant | TechBridge Foundation, Seattle, WA

May 2020 – Present

- Prepare monthly P&L statements; support annual audit, reducing adjustments by 40%.
- Implemented new reconciliation procedure, cutting close time by 20%.

Audit Associate | ClearSight Auditing, Seattle, WA

June 2018 – April 2020

- Assisted in external audits for 20+ clients; drafted audit memos and recommendations.
- Trained junior interns on GAAP compliance and audit software.

## CONTACT

 (123) 456-7890

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 LinkedIn

## KEY SKILLS

- GAAP & IFRS
- Month-end close
- BlackLine & CaseWare

## EDUCATION

- B.S. in Accounting  
University of Washington  
Seattle, WA | May 2018