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# Sandra Taylor

## Mid-Level College

Dedicated accounting graduate with a solid academic background and a passion for financial analysis. Firm grasp of accounting principles, financial reporting, and auditing procedures. Seeking to apply knowledge and contribute to the organization's success by ensuring sound financial management.

## CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, State Abbreviation zip code

## KEY SKILLS

- Accounting principles
- Auditing
- Budget management
- Cross-team collaboration
- Customer service
- Financial analysis

## PROFESSIONAL EXPERIENCE

ACCOUNTING INTERN | MARRIOTT INTERNATIONAL, ORLANDO, FL  
FEBRUARY 2023 – PRESENT

- Help prepare monthly balance sheets and income statements for over 15 Marriott properties, ensuring accuracy and timeliness in financial reporting
- Conducted detailed analyses of accounts payable and receivable, reducing outstanding payments by 10% in 2023
- Use advanced Excel functions to automate repetitive tasks and improve productivity
- Co-developed annual budgets for various departments, offering valuable insights and helping cut costs by 5%
- Support tax preparation by gathering necessary documents to facilitate timely and accurate tax filing

STORE ASSOCIATE | BARNES & NOBLE, ORLANDO, FL  
JANUARY 2021 – FEBRUARY 2023

- Served an average of 50 customers per day, handling inquiries and processing sales transactions
- Helped establish a new inventory tracking system that reduced stock discrepancies by 30%
- Used point-of-sale (POS) system to quickly and accurately process cash, credit card, and gift card payments
- Facilitated weekly book readings and author signing events to boost engagement
- Participated in a social media marketing campaign that increased sales by 15% during the summer 2022 promotional period

## EDUCATION

Bachelor of Science (B.S.) Accounting  
Southern New Hampshire University, Manchester, NH | May 2022

## CERTIFICATIONS

Graduate Accounting Certificate, Southern New Hampshire University, September 2023