

# Casey Davis

## Entry-Level Accounting Graduate

Recent accounting graduate experienced in tax preparation and bookkeeping through internships and part-time roles. Proficient in QuickBooks and financial reconciliation.

### CONTACT



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LinkedIn | Portfolio



City, State Abbr. ZIP

### KEY SKILLS

- QuickBooks & Excel
- Tax return preparation
- Account reconciliation

### EDUCATION

May 2022 | Bachelor of Science  
in Accounting

State University, City, ST

### PROFESSIONAL EXPERIENCE

Tax Intern | Smith & Co. CPA | City, ST  
June 2022 – August 2022

- Prepared 50+ individual and small-business tax returns with 100% accuracy.
- Researched code changes and drafted memos that improved team efficiency.

Bookkeeper | Family Retail Business | City, ST  
September 2021 – May 2021

- Managed A/R, A/P, and payroll for a \$1M store, reducing billing errors by 30%.
- Implemented an invoicing template that cut processing time in half.