



Amanda Torres

Entry-Level Accounting Assistant

Detail-oriented recent graduate with a Bachelor of Business Administration in Accounting and hands-on internship experience in financial reporting and reconciliation. Proficient in QuickBooks, Excel, and data entry for high-volume transaction environments. Demonstrated ability to reduce errors and support accounts receivable teams with accuracy and efficiency. Eager to contribute strong organizational skills and foundational accounting knowledge to a professional accounting team.

Location

Dallas, TX

Phone

(123) 456-7890

Email

email@example.com

Education

University of Texas, Dallas, TX
| May 2023
Bachelor of Business Administration
Accounting

Relevant Coursework:

Financial Accounting, Managerial
Accounting, Tax Principles,
Auditing, Business Law

Key Skills

- Data entry and transaction recording
- Bank statement reconciliation
- Financial reporting support
- Accounts receivable invoice preparation
- QuickBooks and Microsoft Excel
- GAAP principles and accounting fundamentals

Professional Experience

Accounting Intern, Urban Financial Solutions | Dallas, TX
January 2023 - May 2023

- Reconciled bank statements for 10+ accounts monthly, identifying and correcting discrepancies with 100% accuracy across 5-month internship
- Input data for monthly financial reports covering over \$2 million in transactions, implementing a double-check review process that reduced errors by 15%
- Supported accounts receivable team by preparing 80+ invoices per month, contributing to on-time collection for 95% of outstanding balances
- Assisted in organizing year-end documentation for 3 audit files, reducing senior accountant preparation time by 6 hours per filing
- Processed and coded 50+ expense reports per month into QuickBooks, maintaining zero miscoding errors throughout the internship

Customer Service Representative, Retail Bank | Dallas, TX
June 2022 - December 2022

- Provided financial account support and issue resolution for 50+ customers daily, maintaining 96% customer satisfaction score across 7-month tenure
- Processed an average of 50 transactions daily with minimal errors, achieving bank's highest accuracy tier for teller performance
- Identified and escalated 12 suspected fraud cases to compliance team, contributing to \$15,000 in prevented losses
- Assisted in onboarding 20+ new customers monthly by explaining account products and completing documentation with full accuracy

Certifications

- QuickBooks Online Certification, Intuit, May 2023
- Microsoft Office Specialist: Excel, Microsoft, December 2022