



# Emily Cooper

Entry-Level Accounting Administrative Assistant

## CONTACT INFORMATION



(123) 456-7890



email@example.com



Nashville, TN

## EDUCATION

- Bachelor of Business Administration in Accounting**  
Tennessee State University,  
Nashville, TN | May 2023

Relevant Coursework:

Financial Accounting, Managerial Accounting, Business Communication, Office Management

## KEY SKILLS

- Data entry and financial transaction recording
- Invoice processing and payment tracking
- Records organization and filing systems
- Scheduling and calendar management
- Microsoft Excel and QuickBooks basics
- Spreadsheet preparation for financial reporting
- Client and team communication support
- Compliance documentation and record maintenance
- Budget tracking and expense monitoring

## ABOUT ME

Organized and detail-focused accounting administrative assistant with a Bachelor of Business Administration in Accounting and internship experience in invoice processing and financial recordkeeping. Proficient in data entry, records organization, and scheduling support for accounting teams. Demonstrated ability to manage high invoice volumes accurately and maintain filing systems that improve department efficiency. Ready to contribute strong organizational skills and accounting knowledge to a professional team.

## PROFESSIONAL EXPERIENCE

**ACCOUNTING INTERN | HILLTOP CONSULTING, NASHVILLE, TN**  
JANUARY 2023 - MAY 2023

- Maintained accurate digital and physical filing systems for 200+ client records, reducing document retrieval times by 30% for the 4-person accounting team
- Processed 100+ invoices weekly with 100% accuracy, ensuring all payments were recorded correctly and on schedule throughout 5-month internship
- Assisted in preparing spreadsheets for monthly financial reporting across 8 client accounts, contributing to on-time report delivery for 3 consecutive months
- Supported senior accountants with data entry for 15+ journal entries per day, maintaining zero posting errors across the internship period
- Organized archival financial records spanning 2 fiscal years, improving accessibility and reducing search time by 45%

**ADMINISTRATIVE ASSISTANT | NASHVILLE BUSINESS CENTER, NASHVILLE, TN**  
JUNE 2022 - DECEMBER 2022

- Provided scheduling support to a 6-person accounting team, coordinating 40+ client meetings monthly with zero scheduling conflicts over 7-month tenure
- Monitored and managed office supply inventory, maintaining a 10% under-budget spending rate through proactive ordering and vendor price comparison
- Supported data entry tasks for expense reports and vendor invoices, ensuring compliance with company documentation standards
- Assisted with onboarding documentation for 8 new team members, reducing HR processing time by preparing pre-filled forms and checklists

## CERTIFICATIONS

- QUICKBOOKS ONLINE CERTIFICATION | INTUIT | AUGUST 2023**
- MICROSOFT OFFICE SPECIALIST: EXCEL | MICROSOFT | APRIL 2023**