



Brenda Tran

Junior Accountant

CONTACT INFORMATION



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Hickory, NC 12345

EDUCATION

BSBA, Accounting

Appalachian State University, Boone, NC
2016 - 2020

KEY SKILLS

- Microsoft Excel
- Power BI
- QuickBooks
- SQL
- Financial Modeling
- General Ledger Management
- Month-End Close
- Cash Flow Analysis
- Accrual Accounting
- KPI Reporting

ABOUT ME

Accounting professional with 6 years of experience in general ledger management, financial modeling, and month-end close processes. Prepared and posted 140 journal entries per month. Built 11 financial models across two roles covering capital expenditure scenarios and quarterly revenue projections using Excel and Power BI.

PROFESSIONAL EXPERIENCE

Junior Accountant I 2023 - Present

Catawba Valley Building Materials LLC, Hickory, NC

- Shortened the month-end close cycle from 7 days to 4 days by restructuring the journal entry schedule and automating accrual calculations in Excel.
- Delivered 9 dashboard reports on deadline each month using Power BI, giving leadership same-day visibility into cash flow and margin trends.
- Built 5 financial models for capital expenditure scenarios covering \$39,200 to \$82,700 in planned equipment purchases.
- Prepared and posted 140 journal entries per month.

Staff Accountant I 2021 - 2023

Foothills Creek Packaging Co., Morganton, NC

- Built 6 financial models for quarterly revenue projections, each covering \$1.18M in product-line sales.
- Delivered 7 dashboard reports per month on deadline to department heads, completing each report within 3 hours of data availability.
- Recorded and classified 115 transactions per week in QuickBooks, supporting a general ledger with 320 active accounts.

Accounting Clerk I 2020 - 2021

Piedmont Ridge Office Solutions Inc., Statesville, NC

- Reduced the month-end close cycle time from 6 days to 5 days by standardizing the sub-ledger reconciliation checklist.
- Compiled weekly cash position summaries covering \$76,140 in average operating balances for the controller.
- Filed and organized 1,740 source documents per quarter to support internal audit readiness.

CERTIFICATIONS

- Securities Industry Essentials Exam, FINRA | 2024