

NAME HERE

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PROFESSIONAL SUMMARY

Detail-oriented accountant and business professional with three years of accounting experience. Strong communication and leadership skills. Demonstrated ability to work within tight deadlines. Expertise with auditing, financial reporting, and statement reconciliation. Proficient in QuickBooks and TaxWise with intermediate Excel skills.

EDUCATION

SUFFOLK UNIVERSITY, SAWYER BUSINESS SCHOOL

Boston, MA

Master of Science in Accounting, GPA: 3.8

January 2020–Expected May 2021

- Beta Alpha Psi honor society member
- Satisfied educational requirements for CPA exam and 150-credit requirement for licensure

SUFFOLK UNIVERSITY, SAWYER BUSINESS SCHOOL

Boston, MA

Bachelor of Science in Business Administration

September 2014–May 2018

Double Major: Accounting and Management; GPA: 3.9

- Dean's List recipient for 4 years; Honors Program Member

ACADEMIC COURSES

- Auditing and Assurance Service; Non-For Profit & Governmental Accounting; Taxation of Corporations
- Graduate Financial Accounting I & II; Financial Reporting & Analysis; Accounting Information Systems

RELATED EXPERIENCE

INDUSTRIAL OPERATIONS, INC.

Quincy, MA

Staff Accountant

September 2018–April 2020

- Prepared weekly and monthly accounting and financial condition reports
- Processed approximately 75 invoices on a weekly basis
- Reconciled vendor statements to ensure all vendors invoices were entered and paid in a timely manner
- Managed customer invoices and payments through QuickBooks
- Performed collections on a weekly basis for past due or approaching past due customer invoices

MASS HOUSING

Boston, MA

Treasury Department Intern

June 2018–August 2018

- Calculated pre-payments and payoff dates for loans
- Analyzed Affordable Housing Trust loan advances
- Updated vendor payment information using Excel; thoroughly documented all transactions

MERCURY SYSTEMS

Boston, MA

Accounting Assistant Intern

January 2017–May 2017

- Assisted with preparing month-end journal entries for revenue process
- Completed period-end reconciliations

COMMUNITY SERVICE EXPERIENCE

SUFFOLK UNIVERSITY FREE TAX PREP CENTER

Boston, MA

Volunteer Tax Preparer

January 2016–April 2016

- Attended 10 hours of training; passed certification exams for resident and nonresident tax return preparation
- Prepared tax returns using TaxWise software for nonresident, low-income, and veteran taxpayers
- Interviewed clients to gather financial, tax, and health care information
- Explained tax return results to clients and answered questions related to taxes owed or refund due
- Assisted fellow volunteers during busy times; provided encouragement and support

SKILLS

Certifications: Excel and QuickBooks

Proficient in: TaxWise, Microsoft Office Suite, Windows and Mac Operating Systems

Knowledge of: CCH, RIA Checkpoint, Lexis-Nexis, Bloomberg, Adobe Photoshop

Languages: Fluent in English and Spanish