**Accountant Resume Sample 1**

**Lori A. Waggoner**  
3289 Parker Drive, Brook Park, Ohio 44142  
*lori.wagner@email.com*  
(216) 676 3449

**A. Summary**

Experienced accountant with over 4 years of experience in the work field. Proven ability to compile and analyze different account information. Excellent communication and customer service skills. Ability to work in a team, but also individually. Highly trained in both the financing and accounting fields.

**B. Working Experience**

**March/2014 - Present - Amerisource - Bergen, Fort Mill, South Carolina**

**Responsibilities:**

* Use the accounting and business background to provide excellent services;
* Research, analyze, and manage data depending on the company’s guidelines and policies;
* Research pricing information, and come up with solutions in order to implement different strategies and tools that will bring the company profit;
* Offer detailed analysis, observations, and explanations regarding the company’s direct competitors.

**Achievements:**

* Created a new filing system to maximize profits, save time, and facilitate the workflow;
* Represented the company’s and clients’ interests in a professional way, while making sure both parties were satisfied with my performance and work ethics.

**October/2012 – March/2014 – Pangea3 – Philadelphia, Pennsylvania**

**Responsibilities:**

* Collect and analyze different data related to the job description;
* Know how to estimate budgets and come up with innovative solutions to boost the company’s profit;
* Review files and documents for accuracy and compliance to different regulations and work protocol;
* Process documents and financial situation;
* Perform different tasks that relate to the accounting department;
* Responsible for overseeing budget costs, expenses, and payroll policies.

**Achievements:**

* Became employee of the month four months in a row thanks to outstanding results and services provided by my experience and work ethics.

**C. Education and Academic Training**

Public College, Louisville, Kentucky, 2011 - Accounting & Finance

**D. Job Related Skills**

* Verify and prepare accounting documents
* Suggest different actions in order to eliminate duplicate information or discrepancies in documents
* Handle general accounting tasks and procedures
* Compile and reorganize data and handle different reports
* Keep the accounting journals up to date
* In-depth knowledge of corporate and accounting practices

**E. General Skills**

* Team player
* Able to deal with a fast-paced environment, and meet deadlines and company goals in a timely fashion
* Proficiency in Office Pack
* Great written and verbal communication skills
* Organizational and time management skills