**Accountant Resume Sample 2**

**Paul T. Hargrove**  
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**A. Summary**

Highly skilled accountant with a financial and accounting background, capable of compiling and researching data, and acting as a liaison between the company and the clients. Great communication skills and extensive work experience in the field of accounting, with some customer support experience.

**B. Working Experience**

**June/2013 – Present – Signode Industrial Group – Glenview, Illinois**

**Responsibilities:**

* Provide solutions for financial and accounting problems that the clients and company may face;
* Participate in brainstorming sessions with other colleagues in order to come up with new business approaches;
* Keep in touch with the IT team and delegate different tasks to other colleagues;
* Compile files and analyze data;
* Analyze different account information;
* Recommend several financial actions based on the data analysis of different accounts.

**Achievements:**

* Came up with an organizational system of accounting data that increased the company's efficiency;
* Was awarded the title Employee of the Month five months in a row.

**April/2010 – June/2013 – BDO USA, LLP. – Miami, Florida**

**Responsibilities:**

* Document financial transactions;
* Enter data in the computer systems, and respect the company guidelines;
* Apply financial, accounting, and technical knowledge to implement different processes and to transfer data to the company’s filing system;
* Prepare financial reports in accordance with accounting procedures and policies;
* Maintain the confidentiality of all financial information at all times;
* Collect, compile, and analyze important data;
* Adhere to the company’s guidelines in a professional way;
* Prioritize and choose the most important projects with a tight deadline.

**Achievements:**

* Trained new accountants and made them a vital part of the company;
* Managed to finish my tasks ahead of the deadline on multiple occasions.

**C. Education and Academic Training**

The Christian College of Louisville, Kentucky, 2009 - Financing and Accounting.

**D. Job Related Skills**

* Proven financial and accounting skills
* Analytical mind
* Problem-solving skills
* Broad understanding of different corporate and financial concepts
* Strong organizational and time management skills
* In-depth knowledge of customer support practices
* Ability to update accounting records and ledgers

**E. General Skills**

* Professionalism, ambition, and determination
* Strong work ethics
* Capacity to work under pressure, and handle stress and tight deadlines in a professional manner
* Pro-active attitude
* Customer service abilities that allow me to communicate with clients easily
* Fluent in French and German
* Attention to detail