**Entry Level Accounting Resume Sample 1**

**Emma Summers**
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**A. Summary**

Dedicated recent graduate of Portland Mathematical Institute with a Bachelor's degree in accounting. Recent hands-on experience through internships with technical accounting skills. Pride myself on ability to be accurate and precise in all work-related tasks. Possess a desire to increase my employer's efficiency and problem resolution abilities. Seeking opportunities to commit to a company long-term in order to grow with the company. Highly professional, enthusiastic, and motivated. Possess accounting experience through internship and past part-time work as an accounting clerk. Capable of working and interacting with a variety of different backgrounds and educational levels. Excel in team settings.

**B. Working Experience**

**May/2016 – May/2018 – Secondhand Kid's Shop, Portland, Maine**

**Responsibilities:**

* Assist in managing the payroll of 100 employees.
* Review and issue all bills and invoices for more than 500 monthly clients.
* Develop and review monthly statements.
* Review inventory and compile monthly reports.
* Perform general duties associated with general ledger accounting.

**Achievements:**

* Consistently recognized by superiors for exceptional levels of professionalism and attendance.
* Organized ledger files, resulting in a 40% increase in efficiency.

**January/2014 – January/2016 – Rusty's Tire Shop, Portland, Maine**

**Responsibilities:**

* Entered both Accounts Payable and Accounts Receivable, and reviewed records daily.
* Charged all expenses to accounts and cost centers.
* Paid vendors and monitored any opportunities to reduce budget.
* Verified vendor accounts.
* Handled daily cash balancing.

**Achievements:**

* Received the title of Employee of the Month three months in a row.
* Proposed a new filing system that increased the company's efficiency.

**C. Education and Academic Training**

Bachelor of Science in Accounting, Portland Mathematical Institute, May 2018, G.P.A.: 3.9

**D. Job Related Skills**

* GnuCash experience
* Proficient in Quicken
* ZipBooks knowledge
* Enterprise Resource Planning
* Payment Processing

**E. General Skills**

* Fluent in Spanish and English
* Computer literate in Microsoft Office
* Organizational skills
* Interpersonal and written communication skills