

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