

JANE SMITH

Baltimore, MD

jane.smith9032@ubalt.edu

410-555-XXXX

SUMMARY

Accounting professional seeking to utilize skills in data analysis to increase profits and impact the bottom line. Possess experience in depreciation calculations, QuickBooks, and banking.

EDUCATION

University of Baltimore, Baltimore, MD Dec. 20XX

Bachelor of Science in Business Administration, Accounting

GPA: 3.6

Community College of Baltimore County, Catonsville, MD Dec. 20XX

Associate of Applied Science in Accounting

ACCOUNTING CAPABILITIES & COURSEWORK

- Knowledge of accounts receivable process, financial statement preparation, and data analysis
- Coursework: *Intermediate Accounting I, II, and III; Cost Accounting, Income Taxation, Financial Management*
- Proficient in QuickBooks
- Skilled in Microsoft Office -Word, Excel, Access, Power Point, Outlook

RELATED EXPERIENCE

Asset Accountant, BGE Utility Company, Frederick, MD Jan. 20XX-Present

- Process 15-20 transactions daily
- Calculate and post monthly depreciation
- Monitor asset documentation and receipts
- Cut spending by 20% by developing an effective inventory tracking system

Accountant Assistant, Fredericks, LLC- Baltimore, MD Nov. 20XX- Jan. 20XX

- Worked with sales purchase journals
- Prepared documentations for debtors
- Managed day-to day bank transactions and inputted information into content management system

Teller, Bank of America, Baltimore, MD Sept. 20XX- Oct. 20XX

- Assisted clients with meeting a variety of financial goals
- Interacted with a number of bank partners
- Analyzed and understand goals for both individual and office success

ADDITIONAL EXPERIENCE

Custodian, Engineering Systems & Products- Owings Mills, MD Feb. 20XX- Aug. 20XX

- Contractual position providing cleaning services of offices

HONORS & AWARDS

Recipient, Alan Marvel Memorial Scholarship in Accounting Fall 20XX-Spring 20XX

Member, Beta Alpha Psi, University of Baltimore Fall 20XX-Present