**Sales Resume Sample**

6254 South Street

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(212) 204-4019

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Licensed Certified Public Accountant with over 6 years of experience. Member of the AICPA and NYSSCPA seeking to apply diverse accounting and administrative knowledge as a supervising accountant at your company. Possess a B.S. in Accounting from a top-50 accounting school.

# Professional Experience

## MCINTIRE HUMAN RESOURCES, Ithaca, NY

## Supervising Accountant, September 2011 – Present

* Maintain up-to-date documentation of all company processes.
* Conduct and oversee periodic financial audits.
* Coordinate and organize internal control projects with an annual budget of $40 million+.
* Develop formal dashboards to communicate results of audit activities to senior management.
* Manage multiple client accounts totaling over $75million. Created budget surpluses for nearly one third of clients by eliminating operational redundancies.
* Train and coordinate a team of experienced in-house financial analysts.

## STEADMAN & STEADMAN LLC, Ithaca, NY

## Accountant, September 2010 – August 2011

* Processed, examined, and certified administrative receipts and disbursements.
* Tracked metrics and performance indicators. Assisted external auditors with document collection for audit requests.
* Performed monthly reconciliations and account analysis.
* Managed stock portfolio worth over $35million, increasing returns by 5% annually.
* Identified several applicable tax credits resulting in tax savings totaling over $14,000 annually.
* Identified several operational inefficiencies, boosting performance and drawing in several new clients leading to a total bottom-line increase of 12% annually.

# Education

## SOUTHERN NEW HAMPSHIRE UNIVERSITY, Manchester, NH

* CPA August 2010
* B.S. Accounting September 2005 – May 2009

# Additional Skills

* Intimate familiarity with both IFRS in addition to US GAAP
* QuickBooks Pro
* Microsoft Suite (Advanced Excel)