

# Your Name

Town/City, State  
Cell Number Email Address  
LinkedIn URL

## SUMMARY

Recent MBA graduate with extensive experience as an accounting consultant, specializing in helping companies introduce or update accounting and financial systems. Organized and dedicated individual with 7+ years of experience working various roles in accounting, assisting clients and business partners.

## EDUCATION

Montclair State University, Montclair, NJ May 2018  
**MBA - Accounting**

Montclair State University, Montclair, NJ May 2012  
**Bachelor of Science, Accounting**

## EXPERIENCE

### **Accounting**

- Audited accounting records, & reviewed invoices for accuracy and validity
- Posted to general ledgers, credit collections
- Prepared invoices, coding slips (Excel) for managers' approval, & paying bills on a daily/weekly basis
- Ensured compliance with work and purchase orders
- Maintained petty cash system
- Processed payroll accounting for over 150 employees

### **Administration/Customer Service**

- Acted Manager/Supervisor for 5 employees
- Greeted examinees/customers and verified identification
- Identified and reported problems occurring at the site
- Resolved customer and building problems as well as reported incidents to appropriate supervisor
- Maintained confidentiality for clients
- Filed reports with corporate office for any occurrence which falls outside acceptable

## EMPLOYMENT HISTORY

Accountant Temp -Robert Half International - Paramus, NJ	2017-Present
Job Title – Company Name – City, State	2016
Job Title – Company Name – City, State	2012-2016
Job Title – Company Name – City, State	2010-2012

## SKILLS

Microsoft Office Suite – Outlook, Word, Excel (Advanced), PowerPoint, Access  
QuickBooks