**ACCOUNTANT RESUME**

Clare Hughes

Brackettville, TX 78832  
555 555 555  
(555) 555-5555  
example@example.com

**PROFESSIONAL SUMMARY**

Highly analytical, result-driven accounting specialist skilled at working quickly and accurately under tight deadlines. Extensive knowledge of Excel and QuickBooks.

**WORK HISTORY**

July 20XX – Current  
**Just Solutions Inc. – Austin, TX  
Accountant**

* Analyzed budgets, financial reports and projections for accurate reporting of financial standing.
* Reviewed Accounting structures and procedures on a regular basis to identify areas in need of improvement.
* Managed, tracked and monitored financial updates, watch lists and insurance files.

October 20XX – July 20XX  
**Serepta Software – Mabank, TX  
Junior Accountant**

* Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations,
* Investigated and resolved variances in digital and physical records to promote record integrity.
* Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.

August 20XX – June 20XX  
**National Cinemedia Inc. – Austin, TX  
Business Office Intern**

* Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
* Monitored premises, screened visitors, updated logs and issued passes to maintain security.
* Kept physical files and digitalized records for easy access.

**SKILLS**

* Invoice coding familiarity
* Advanced bookkeeping skills
* Data trending knowledge
* Calculating liabilities
* Account reconciliation processes
* Hyperion Financial Management specialist
* Account reconciliation specialist

**EDUCATION**

Texas A&M University – Commerce Commerce, TX  
BBA Accounting