**ACCOUNTANT RESUME**

Sofia Flores

Miami, FL

(123) 456-7891

sflores@email.com

**SUMMARY**

Certified Public Accountant with 10 years in the industry and experience in tax preparation, auditing and accounting management. Exceptional skills in communication, attention to detail and data analysis.

**EDUCATION**

Springtown College

Bachelor of Science in accounting

**EXPERIENCE**

**Sparrow and Fly Accounting, New Orleans, LA, Accounting Manager**

May 20XX–Current

* Oversee the daily operations in the accounting department
* Engage in auditing annually and quarterly internally and for clients
* Prepare business activity reports for corporate clients
* Complete tax planning throughout the fiscal year
* Perform data analysis on potential capital investments and contract negotiations for corporate clients

**Tumnus Financial, New Orleans, LA, Lead Accountant**

Oct. 20XX–May 20XX

* Produced invoices and balance sheets for clients regularly
* Helped clients organize their finances and compute their taxes during tax season
* Provide support to the rest of the accounting teams

**Tumnus Financial, New Orleans, LA, Certified Public Accountant**

Jan. 20XX–Oct. 20XX

* Completed auditing and assurance services for corporate clients
* Prepared and filed federal and state taxes to ensure clients received their tax returns
* Filed reports with the Securities and Exchange Commission (SEC) to share and update financial data

**CERTIFICATIONS**

* Certified Management Accountant (CMA)
* Certified Public Accountant (CPA)
* Certified Internal Auditor (CIA)

**SKILLS**

* Expert-level knowledge of accounting
* Auditing
* Written and verbal communication
* Time management
* Data analysis

**COMMON SKILLS**

* Accounting expertise
* Proficiency in accounting software
* Basic mathematics
* Analyzing data
* Written and verbal communication
* Time management
* Organizational skills
* Critical thinking skills

**COMMON CERTIFICATIONS**

* Certified Public Accountant (CPA)
* Certified Management Accountant (CMA)
* Chartered Global Management Accountant (CGMA)
* Certified Internal Auditor (CIA)
* Certified Financial Analyst (CFA)