

# JANE SMITH

Baltimore, MD

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410-555-XXXX

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## SUMMARY

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

## EDUCATION

University of Baltimore, Baltimore, MD December 20XX

**Bachelor of Science in Business Administration, Accounting**

GPA: 3.6

Community College of Baltimore County, Catonsville, MD

December 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

## RELEVANT EXPERIENCE

**Asset Accountant, BGE Utility Company, Frederick, MD**

January 20XX-Present

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

**Accountant Assistant, Fredericks, LLC- Baltimore, MD**

November 20XX-January 20XX

- Handled 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**

September 20XX-October 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**

February 20XX-August 20XX

- Provided cleaning services of offices

## HONORS & AWARDS

**Member, Beta Alpha Psi, University of Baltimore Fall**

May 20XX-Present

**Recipient, Alan Marvel Memorial Scholarship in Accounting**

Fall 20XX-Spring 20XX