

# Client Name

Performance-Driven Financial Leader Committed to Exceeding a Growth-Focused Company's Bottom-Line Results

12345 Lane, City, CA 12345 | (777) 777-7777 | [nameofclient@gmail.com](mailto:nameofclient@gmail.com)

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**Highly Accomplished CPA Candidate** who offers talent in Full-Cycle Accounting, Corporate Finance, Cost Accounting, Risk Management, Auditing, Taxation, Budget Development, Reports Generation, and Account Management. **Top Performer** who applies solutions-centric critical thinking to align with a company's goals, and who completes multi-department projects to exceed business objectives. **Quick-Learning Professional** who rises above financial / accounting challenges to improve the bottom line and achieve winning outcomes, including rapidly adapting to evolving scenarios. **Bilingual Communicator** (English / Korean) who develops solid relationships with decision-makers, accounting / business teams, and clients, and who leads peers by example and with ethics and integrity.

## PROFESSIONAL SYNOPSIS

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**Financial Accountant** | NAME COUNTY CREDIT UNION, City, CA

2015 – PRESENT

Capitalize on the opportunity to lead forward-thinking reconciliation of 12,000+ units of assets unmanaged since the 1980s, and analyze and improve communications cycles to ensure zero capitalizable assets are unaccounted for in the future. Perform monthly closing tasks, including accruals, loan participation analysis, fixed asset management, budget analysis / reconciliation, TURBO-Lease leased vehicles financial postings, variance analysis for 200 GL, and bank account management. Manage deposit checks from 10 departments; weekly FR2900 reports; sales, use tax, and secured and unsecured property tax payments; payroll; and quarterly NCUA call reports.

- ✓ **Created a dynamic new program with IT teams to generate Teller GLs automatically upon hire.**
- ✓ **Developed a new line of programs with IT to enhance GL management with openings and closings.**
- ✓ **Developed new reporting formats to accommodate largest changes made by new NCUA regulations.**

**Recruiter | Teacher Manager | Instructor** NAME ACADEMY, NAME/ST, SOUTH KOREA

2014 – 2015

Designed and delivered ESL instruction to K-12 students, including building ESL curriculums to enhance multi-age groups' interests. Recruited top-performing new teachers from the United States, Australia, Canada, and Bangladesh to further promote the academy's academic objectives, including training professionals on cultural differences as a communications bridge to accommodate different social and institution owners' expectations.

- ✓ **Wrote and distributed a new training manual to assist foreigners in understanding Korean culture.**
- ✓ **Won two "Gold Trophies" and one "Silver Medal" in students' rigorous English-Speaking Contents.**

**Accountant** | COMPANY NAME, CITY, CA | CITY, CA | CITY, MEXICO

2013 – 2014

Expertly performed bi-monthly expense / budget analysis for all company departments, including handling month-end closing tasks (i.e. depreciation), as well as reconciling Samsung program with financial statements. Contributed skill in managing accounts payable / receivable and high-volume payroll operations.

- ✓ **Led targeted administration of results-centric online banking functions.**
- ✓ **Comprehensively prepared company accounts and tax returns for audits.**
- ✓ **Developed budgets and forecasts based on evolving multi-department needs.**

**Intern** | NAME & ASSOCIATES ACCOUNTING & TAX FIRM, CITY, ST

2012

Played a vital role in accurately categorizing and tracking high-level company expense receipts in Intuit QuickBooks, including assisting with financial statement preparation and also meeting with clients to prepare taxes.

- ✓ **Led innovative social media business initiatives and participated in marketing and advertising projects.**

## EDUCATION, PROFESSIONAL DEVELOPMENT & TECHNICAL SUMMARY

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**Bachelor of Science in Management Science** (Accounting Minor)

UNIVERSITY OF STATE, CITY

**Undergraduate Studies – Accounting | Finance**  
**Study Abroad Program– International Accounting**

UNIVERSITY OF STATE, CITY & EXTENSION  
NAME UNIVERSITY, CITY

**Certified Public Accountant (CPA)** (In Progress)

TURBO-Lease | Symitar | Concur | SAGE | SAP | Intuit QuickBooks