**David Jones**

(123) - 456 - 7890 your\_email@someemail.com

City, State, Zip Code linkedin.com/ChrisJones

**CAREER OBJECTIVE**

Licensed Certified Public Accountant with over 6 years of experience. Member of the AICPA and NYSSCPA seeking to apply diverse accounting and administrative knowledge as a supervising accountant at your company. Possess a B.S. in Accounting from a top-50 accounting school.

**PROFESSIONAL EXPERIENCE**

MCINTIRE HUMAN RESOURCES, Ithaca, NY, September 2011 - Present

Supervising Accountant

* Maintain up-to-date documentation of all company processes
* Conduct and oversee periodic financial audits
* Coordinate and organize internal control projects with an annual budget of $40 million+
* Develop formal dashboards to communicate results of audit activities to senior management
* Manage multiple client accounts totaling over $75 million
* Train and coordinate a team of experienced in-house financial analysts

Micro Communications, Dallas, TX | 2010 - 2014

Accountant

* Processed, examined, and certified administrative receipts and disbursments
* Tracked metrics and performance indicators. Assisted external auditors with document collection for audits
* Performed monthly reconciliations and account analysis
* Managed stock portfolio worth over $35 million, increasing returns by 5%
* Identified several applicable tax credits resulting in tax savings totaling over $14,000 annually
* Pinpointed several operational inefficiencies, boosting performance and drawing in several new clients leading to a total bottom-line increase of 12% annually



**ADDITIONAL SKILLS**

* Intimate familiarity with both IFRS in addition to US GAAP
* Expert with Quickbooks Pro
* Microsoft Suite (Advanced Excel)

**EDUCATION**

Master of Science in Accounting, SOUTHERN NEW HAMPSHIRE UNIVERSITY, Manchester, NH

August 2010

Graduated Cum Laude | Captain of the debating team