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| --- | --- | --- | --- | --- | --- | --- |
| BM |  | Brittany Murphy | | | | |
|  |  | Accounting professional and CPA with six years of experience preparing financial reports, reconciling accounts, and harvesting revenue loss by identifying banking errors. Works closely with the CFO as a financial adviser and key voice in strategic budgeting. | | | | |
| **Location**  City, State Abbreviation Zip Code  **Phone**  (123) 456-7890  **Email**  email@example.com  **Website**  LinkedIn | Portfolio |  | ProfessionalExperience | | |  | |
|  | |
| October 2019 – PresentSenior Accountant | Epitome Products | El Paso, Texas  * Decreased company financial errors by 10% during a two-year period * Collaborates with company president and CFO to address strategic financial planning and arrange effective audits * Prepares monthly closing and profit loss statements for C-suite leaders and board of directors * Improves client relationships by resolving past-due and missed payments * Expedited QuickBooks processes, training accounting support staff to utilize the program more efficiently  June 2015 – October 2019Staff Accountant | KMH Associates | Concord, New Hampshire  * Prepared debit and credit documents for a client base exceeding 200 * Assisted with weekly account audits * Analyzed all client transactions with clients, vendors, and employees to ensure accuracy | | | | |
| Education | |  | | |
|  | | |
| TEMPLE UNIVERSITY | Philadelphia, PA | | | | |
|  | **September 2011 – June 2015** | Bachelor of Science (B.S.) Accounting | | | |
| Key skills | | | |  |
|  |
| * Accounts payable/receivable * Cross-functional collaboration * Data analysis * Financial planning * QuickBooks * Tax accounting   **Certifications** | | | | |

* Certified Public Accountant (CPA), New Hampshire State Board of Accountancy, 2015
* QuickBooks Certified ProAdvisor, QuickBooks, 2017