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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
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| Education  |  |
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| 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