

| William Anderson |  |  |
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| PROFILE  Dedicated accounting graduate with a solid academic background and a passion for financial analysis. Strong understanding of accounting principles, financial reporting, and auditing procedures. Seeking an Entry-Level Accountant position with Insight Global to apply my knowledge and contribute to the organization's success by ensuring sound financial management. |  | Contact (123) 456-7890email@example.comLinkedIn | PortfolioCity, State Abbreviation Zip Code |
| Decorative  Professional Experience Accounting Intern, Marriott International, Orlando, FLFebruary 2023 – Present  * Assist in the preparation of monthly balance sheets and income statements for multiple Marriott properties, ensuring accuracy and timeliness in financial reporting * Reduced outstanding payments by 10% by conducting detailed analyses of accounts payable and accounts receivable, identifying discrepancies and reconciling outstanding balances * Participate in the development of annual budgets for various departments, providing valuable insights and contributing to the achievement of a 5% cost reduction  Store Associate, Barnes & Noble, Orlando, FLJanuary 2021 – February 2023  * Implemented an inventory tracking system, resulting in a 30% reduction in stock discrepancies and improved inventory management efficiency * Utilized point-of-sale (POS) system to process transactions accurately and efficiently, handling cash, credit card, and gift card payments * Provided exceptional customer service by assisting customers with inquiries, locating merchandise, and processing sales transactions, ensuring a positive shopping experience | Decorative  EDUCATION  **Graduate Accounting Certificate** *July 2022 – February 2023*  Southern New Hampshire University, Manchester, NH  **Bachelor of Science (B.S.) Accounting**  *September 2018 – June 2022*  Southern New Hampshire University, Manchester, NH  Decorative  SKILLS Financial AnalysisAuditingAccounting SoftwareFinancial ReportingBudget Management |