

William Anderson

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.

PROFESSIONAL EXPERIENCE

ACCOUNTING INTERN, MARRIOTT INTERNATIONAL, ORLANDO, FL

February 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, FL

January 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

CONTACT

(123) 456-7890

email@example.com

LinkedIn | Portfolio

City, State Abbreviation Zip Code

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

SKILLS

Financial Analysis

Auditing

Accounting Software

Financial Reporting

Budget Management