

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 to apply 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 over 15 Marriott properties, ensuring accuracy and timeliness in financial reporting
- Conduct detailed analyses of accounts payable and accounts receivable, reducing outstanding payments by 10% in 2023
- Utilize advanced Excel functions to automate repetitive tasks and improve productivity
- Participate in the development of annual budgets for various departments, offering valuable insights and contributing to the achievement of a 5% cost reduction

STORE ASSOCIATE, BARNES & NOBLE, ORLANDO, FL

January 2021 – February 2023

- Served an average of 50 customers per day, handling inquiries and processing sales transactions
- Participated in the implementation of a new inventory tracking system, resulting in a 30% reduction in stock discrepancies
- Utilized point-of-sale (POS) system to process transactions accurately and efficiently, handling cash, credit card, and gift card payments

CONTACT

(123) 456-7890

email@example.com

LinkedIn | Portfolio

City, State Abbreviation Zip Code

EDUCATION

Bachelor of Science (B.S.) Accounting

September 2018 – June 2022

Southern New Hampshire
University, Manchester, NH

CERTIFICATIONS

Graduate Accounting Certificate,
Southern New Hampshire
University, 2023

SKILLS

Accounting principles

Auditing

Budget management

Collaboration

Customer service

Financial analysis