

AG

# Anthony Gentile

Accounting professional with two years of experience optimizing financial processes and ensuring ironclad compliance across multi-state operations. Combines analytical skills with advanced software proficiency to deliver actionable financial insights and exemplary audit results.

## Location

Minneapolis, MN 12345

## Phone

(123) 456-7890

## Email

youremail@example.com

## Website

LinkedIn | Portfolio

## Professional Experience

### June 2023 – present

Junior Accountant | Goodwill Industries | Minneapolis, MN

- Process an average of 200 accounts payable and receivable entries per month
- Prepare and review over 50 journal entries for month-end close
- Partner with human resources and payroll to reconcile medical deductions and benefits for more than 500 employees
- Reconciled \$50,000 in unclaimed property filings for three state jurisdictions
- Contributed to three successful internal audits, ensuring 100% compliance with GAAP and organizational policies

### January 2022 – May 2023

Accounts Receivable Clerk | Best Choice Roofing | Duluth, MN

- Managed accounts receivable for over 150 active clients and maintained accurate records for \$2 million in annual revenue
- Contacted an average of 30 clients per week for payment follow-ups
- Reduced average days sales outstanding (DSO) from 45 to 35 days in the first six months
- Conducted bi-weekly audits of more than 500 receipts to identify and correct misclassified payments

## Education

UNIVERSITY OF MINNESOTA | Minneapolis, MN

**Expected 2025** | Bachelor of Science (B.S.) in Accounting

MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE | Minneapolis, MN

**June 2023** | Associate of Science (A.S.) in Business Administration

## Key skills

- Cross-functional collaboration
- Financial concept translation
- Fixed asset management
- Microsoft Excel, Oracle NetSuite, Sage 50, QuickBooks
- Multi-state tax filing
- Regulatory adaptability

## Certifications

- QuickBooks Certified User Online, Intuit QuickBooks, 2022