

MELISSA ANDERSON

(123) 456-7890 • City, State Abbreviation zip code • email@example.com • LinkedIn | Portfolio

Results-driven CPA with over six years of experience, known for delivering strategic insight that drives fiscal efficiency and growth. Trusted advisor to C-suite executives. Known for streamlining accounting processes and ensuring impeccable financial reporting within manufacturing.

Professional Experience

Senior Accountant, Epitome Products | New York, NY

December 2019 – present

- Oversee financial operations for a luxury goods portfolio generating \$50 million in annual revenue across three product lines
- Prepare 12 quarterly financial statements and KPI reports using Power BI to visualize performance across global luxury markets
- Supervise a team of six accounting professionals and oversee daily financial operations
- Boosted profit margins by 15% through collaborative development of pricing strategies for a limited-edition watch collection, working closely with C-suite team

Staff Accountant | KMH Associates, Concord, New Hampshire

January 2022 – May 2023

- Managed accounts for a client base of over 200 small and medium-sized manufacturing and supply chain businesses
 - Conducted weekly audits on at least 50 accounts to identify and rectify discrepancies totaling over \$1 million annually
 - Reduced month-end closing time by 20% using Blackline to automate close and reconciliation
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Key Skills

- Artistic styles, mediums, and techniques
 - Communications
 - Digital design
 - Portfolio management
 - Team collaboration
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Education

- UNIVERSITY OF SYRACUSE, Syracuse, NY
June 2015 Bachelor of Science (B.S.) in Accounting
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Certifications

- Certified Public Accountant, New York State, 2015
- QuickBooks Certified ProAdvisor, Intuit QuickBooks, 2017