

MICHAEL WARD

Accounting Assistant

✉ michael.ward@email.com

☎ (123) 456-7890

📍 Notre Dame, IN

in [LinkedIn](#)

WORK EXPERIENCE

Accounting Assistant

Roche Diagnostics

📅 May 2021 - current 📍 Notre Dame, IN

- Managed \$1.8M+ in accounts payable annually for Roche Diagnostics, ensuring all invoices were promptly paid and resolving discrepancies with vendors in a timely manner
- Conducted monthly reconciliations for 1,300+ transactions on average within accounts receivable and **reduced outstanding invoices by 56%**
- Improved efficiency and accuracy by using QuickBooks to maintain all general ledger transactions
- Aided effective decision-making processes by leveraging Microsoft Excel to analyze data and generate comprehensive financial reports

Cashier

Kroger

📅 May 2020 - April 2021 📍 Notre Dame, IN

- Earned the 'Cashier of the Month' award four times for excellent customer service and high checkout speed
- **Handled up to \$4,000 in cash transactions per day**, ensuring accurate and secure money handling
- Assisted with inventory management and reduced product overstocking and shortages at the register
- Secured an average of 40 customer loyalty sign-ups per week, increasing in-store loyalty memberships by 12%

PROJECTS

Audit Quest

Group Leader

📅 January 2020 - April 2020

- **Led a team of 6 students in executing a simulated audit** of a fictional company while adhering to Generally Accepted Auditing Standards (GAAS)
- Developed a comprehensive audit program that addressed all major aspects of the fictional company's operations, resulting in a complete and comprehensive audit
- Received top marks for thoroughness and clarity of communication after presenting a final audit report to 48 students and the professor
- Demonstrated strong problem-solving skills by addressing unexpected audit findings and ensured the project stayed on schedule

EDUCATION

Bachelor of Arts

Accounting

University of Notre Dame

📅 September 2018 - April 2021

📍 Notre Dame, IN

SKILLS

- QuickBooks
- Microsoft Excel
- Expense Reporting
- Accounts Payable
- Accounts Receivable

HOBBIES

- Reading
- Hiking
- Nature Photography