

MATTHEW SMITH

Accountant

✉ msmith@gmail.com

☎ (123) 456-7890

📍 Notre Dame, IN

🌐 [LinkedIn](#)

✉ msmith@gmail.com

☎ (123) 456-7890

📍 Notre Dame, IN

🌐 [LinkedIn](#)

EDUCATION

Business Administration
Accountancy

University of Notre Dame -
Bachelor

📅 2019 - 2023

📍 Notre Dame, IN

SKILLS

- QuickBooks
- SAP
- Microsoft Excel
- Tableau
- ProSeries
- Alteryx
- Calendly
- LogicManager

CERTIFICATIONS

- Certified Public Accountant (CPA)

CAREER OBJECTIVE

Highly motivated accounting graduate seeking an entry-level position as an accountant at Wolf & Company. Strong analytical skills, knowledge of financial principles, and proficiency in accounting software to contribute to the success of the organization.

WORK EXPERIENCE

Office Assistant

University of Notre Dame

📅 2021 - 2023

📍 Notre Dame, IN

- Resolved scheduling conflicts and accommodated urgent requests using Calendly, resulting in a 98% meeting attendance rate
- Implemented a data verification system that reduced Excel data entry errors by 29%
- Reduced office supply expenses by 21% through effective inventory management on QuickBooks and renegotiation with vendors
- Led implementation of a cloud-based document management system, that reduced paper usage by 41%

PROJECTS

Audit Assurance

Staff Auditor

📅 2022 - 2023

- Tested modules on staff input using Alteryx to boost cross-departmental productivity by 27%
- Automated employee returns filing through ProSeries, freeing 6 weekly hours at the tail end of each fiscal year
- Visualized audit findings using Tableau for easy understanding and achieved 97% uptake of audit recommendations for compliance
- Evaluated 111+ mid-level employees to identify role duplication and potentially cut down redundancies to less than 4%

OptiCost

Class Leader

📅 2021 - 2022

- Negotiated new contracts with key suppliers, resulting in a 12% reduction in procurement expenses
- Streamlined production processes on SAP, which reduced labor costs by 18%
- Proposed lean manufacturing techniques that saved \$101K annually
- Anticipated and mitigated 11 supply chain risks using LogicManger, averting potential costs of \$1 million