

YOSELIN JARQUAN

*Financial Accounting
Analyst*

✉ y.jarquan55@email.com

☎ (123) 456-7890

📍 Raleigh, NC

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Arts

Economics

North Carolina State
University

📅 1997 - 2001

📍 Raleigh, NC

SKILLS

- Big Query
- SQL
- MySQL
- NumPy
- Tableau
- Python
- Data Retrieval/Cleaning
- Valuation Modeling
- Sarbanes-Oxley Requirements
- U.S GAAP/Statutory Reporting

CERTIFICATIONS

- AWS

WORK EXPERIENCE

Highmark Health

Senior Financial Accounting & Reporting Analyst

📅 2017 - current 📍 Raleigh, NC

- **Ensured 100% documentation** and financial reporting internal controls performance aligned with Sarbanes-Oxley requirements
- **Liaised with HR and wellbeing teams** to design benefits packages
- Led month-end close processes for 21 corporate-level accounts
- Prepared financial statements and researched technical accounting best practices, increasing efficiency by 19%

Accenture

Finance and Accounting Ops Analyst

📅 2011 - 2017 📍 Raleigh, NC

- Developed and **executed 100+ detailed project designs**
- **Monitored daily control framework processes** to identify and document any data quality issues
- Collaborated on the developmental update of 6 finance data policies and procedures
- Maintained finance reporting hierarchies, including U.S. GAAP, U.S. Statutory, and internal and external reporting hierarchies

SECU

Financial Data Analyst

📅 2006 - 2011 📍 Raleigh, NC

- Identified and implemented 6 new processes and organizational improvements that **saved \$2.7K per month**
- **Prepared and reviewed 100% of reporting of weekly and monthly metrics** to ensure monthly budget goals were met
- Compiled and prepared 500+ reports of data developments
- Managed 12 projects to ensure timeliness & reporting quality

Allscripts

Financial Analyst

📅 2001 - 2006 📍 Raleigh, NC

- Assembled and verified **1,000+ invoices & check requests**
- **Monitored 36 accounts** to ensure accuracy of payments
- Researched and resolved 300+ invoice discrepancies and prices