

# LAURA RUIZ

## Junior Accountant

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☎ (123) 456-7890

📍 New York, NY

🌐 [LinkedIn](#)

## EDUCATION

Bachelor of Science  
Business with a major in  
Accounting

**New York University**

📅 2019 - 2023

📍 New York, NY

## SKILLS

- QuickBooks
- Microsoft Excel
- SAP Business One
- ADP Workforce Now
- Tableau
- Expensify

## CERTIFICATIONS

- Certified Public Accountant (CPA)

## CAREER OBJECTIVE

Results-driven accounting professional with a strong academic foundation and a passion for precision, seeking a junior accountant position at PwC. Eager to apply my meticulous attention to detail, analytical skills, and commitment to accuracy to contribute to PwC's esteemed financial team.

## WORK EXPERIENCE

### Cashier

#### Dunkin'

📅 2021 - current

📍 New York, NY

- **Processed 277 transactions daily with a 98.6% accuracy rate**, ensuring quick service and shorter wait times.
- Created weekly sales reports in Microsoft Excel, providing upselling sales insights during checkouts that led to a 6.2% increase in monthly upselling.
- Scheduled hours for the team on ADP Workforce Now, reducing scheduling conflicts by 14% compared to earlier months.
- Provided feedback to the management team to develop end-of-year marketing campaigns, increasing foot traffic by 4.9%.

## PROJECTS

### Global GAAP

#### Presenter

📅 2023

- Presented a detailed group project on international accounting standards to a class of 32 students, demonstrating high communication and presentation skills.
- Used Tableau to visualize project data, resulting in a 28% increase in audience engagement compared to previous presentations.
- Worked alongside 4 classmates to develop and expand the project scope, ensuring comprehensive coverage of the topic.
- **Modeled 9 real-world business scenarios using SAP Business One**, demonstrating the practices of international accounting companies.

### InnoBooks Summit

#### Attendee

📅 2022

- Attended the InnoBooks accounting summit, gaining insights into the latest global accounting software trends and updates.
- Participated in 3 workshops within the event based on advanced QuickBooks features, learning ways to **process complex financial transactions 12 minutes quicker**.
- Networked with 45+ industry professionals, understanding the different software used by current corporations.
- Learned about regulatory changes in finance and the best practices for accountants to keep all current financial practices in line with the latest laws.