

AURORA PRESCOTT

Entry Level Accountant

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☎ (123) 456-7890

📍 Bloomington, IN

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Science
Accounting
Indiana University
Bloomington

📅 2020 - current

📍 Bloomington, IN

SKILLS

- Google Sheets
- QuickBooks
- SAP POS
- Excel Macros
- TurboTax
- QlikView
- Dropbox

CAREER OBJECTIVE

Motivated soon-to-be accounting graduate seeking an entry-level accountant position at Solution Tree to apply strong analytical and problem-solving skills. Eager to contribute to the company's growth by efficiently managing financial records and reports.

WORK EXPERIENCE

Accounting Intern

Sapper & Miller

📅 2023

📍 Bloomington, IN

- Automated data entry tasks using Excel macros, which resulted in a 33% time-saving for the team
- Utilized QuickBooks to manage \$201K in accounts payable, reducing overdue invoices by 27%
- Conducted financial analysis using Excel, uncovering cost-saving opportunities that reduced operating expenses by 6%
- Supported annual auditing process by organizing supporting documents and schedules, cutting down audit time by 14%

Cashier

Meijer

📅 2021 - 2023

📍 Bloomington, IN

- Employed QuickBooks Point of Sale (POS) system to process over 152 customer transactions per shift, contributing to a 24% increase in daily throughput
- Implemented a system for organizing express lanes, which reduced customer wait time by 19%
- Resolved 99% of customer complaints by applying de-escalation techniques and effective problem-solving
- Handled an average of \$21K in daily transactions with a 99.8% accuracy rate, using SAP POS software

PROJECTS

CulturaFin

Team Researcher

📅 2022

- Unearthed opportunities for multinational corporations to improve cross-border financial operations, as acknowledged by 67% of survey respondents
- Provided recommendations for policy revisions to 2 international accounting standard boards, currently under review
- Extracted 7 major themes from interviews, which contributed to a 41% increase in project engagement from stakeholders
- Covered 94% of G20 countries in both literature and survey data, ensuring the research findings were globally representative