**Education**

**Bachelor of Science in Accounting** | Expected May 2025

Governors State University | University Park, IL

**Associate of Science** | May 2021

Joliet Junior College | Joliet, IL

**Relevant Coursework**

* Cost Accounting, I & II
* Intermediate Accounting, I & II
* Accounting Information Systems
* Tax, I & II
* Auditing, I & II
* Advanced Accounting
* Government and Nonprofit Accounting
* Fraud Examination

**Experience**

**Tax/Accounting Specialist** | ABC Inc. | Chicago, IL | March 2024-Present

* Perform audit procedures for governmental entities such as counties, villages, townships, schools, and fire departments.
* Complete cash, expense, revenue, debt, and fixed asset work papers and draft financial statements, disclosure notes, and required letters.
* Partner directly with and report to a senior accountant for assistance with completing governmental audits.
* Establish working knowledge of general bookkeeping data entry, weekly and bi-weekly payroll processing, and W-2 preparation.
* Acquire professional communication skills and experience with audit and tax clients.
* Assist in the assembly of tax returns and various administrative duties.
* Adapt quickly to a fast-paced business environment.

**Internships**

**Systems Accounting Intern** | LMN Corporate | Chicago, IL | October 2023

* Operated accounting software to record, store, and analyze information.
* Prepared invoices for data entry using appropriate codes.
* Entered invoices into a computer system.
* Verified the accuracy of billing data and corrected any errors.
* Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
* Compiled and maintained financial records.
* Debited, credited, and totaled accounts on computer spreadsheets and databases. Complied with federal, state, and company policies, procedures, and regulations.
* Prepared journal entries for monthly bank activity.

**Finance & Accounting Intern** | XYZ Company | Chicago, IL | June 2022-July 2022

* Performed various tasks to support the Accounting Department for a marketing firm, gaining valuable experience in diverse aspects of accounting.
* Resolved any reconciliations, invoices, and receivable anomalies.
* Possessed a strong desire to improve existing accounting processes.
* Created and designed Excel spreadsheets to better streamline weekly bank reconciliation.
* Collaborated with vendors, clients, and staff to verify transactions valued at $200K+.
* Reduced outstanding receivables cycle of clients for the Walgreens project from 60 days to 48 days through developing repayment plans for delinquent accounts.
* Verified, distributed, and posted approximately high-volume invoices daily utilizing QuickBooks. I also collaborated with the marketing department and client on estimate invoices, rate changes, and bounced checks.

**Technical Skills**

MS Business Application: Word, PowerPoint, Excel, Outlook, QuickBooks