**NO EXPERIENCE RESUME FOR ACCOUNTANT**

Jamya Patrick

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

**Professional Summary**

Attentive Accountant with strong educational foundation in the principles of accounting. Solid business acumen with natural professionalism respected by customers and peers. Excellent communicator with dedication to lifelong learning for optimum business expertise.

**Core Qualifications**

* SAP Accounting
* Microsoft Office
* General Accounting
* Assets and PP&E
* Liabilities and Equities
* Financial Reporting and Analysis

**Experience**

**Accounting Intern5/1/20XX – 8/1/20XX, Company Name City, State**

* Interned within the field of forensic accounting for fraud cases.
* Assisted during claimant meetings to verify accuracy of documentation as well as deficiencies in case information.
* Aided in response to government inquiries about individual cases.
* Compiled trend analysis in business expenses and income toward determination of lost profits.

**Administrative Assistant4/1/20XX – 8/1/20XX, Company Name City, State**

* Provided administrative assistance to a team of 12 forensic accountants.
* Compiled reports for accountants for specific casework.
* Answered phones, typed correspondences, and prepared documents.

**Education**

High School Diploma 20XX

High School Name City, State