**ACCOUNTING INTERN**

14851 Jeffrey Rd, Irvine, CA 92618

(949) 653-7724

your.name@gmail.com

linkedin.com/in/your-profile

**OBJECTIVE**

Recent graduate in accounting aspiring to combine educational background with progressive experience to excel as a Professional Accountant. Solid expertise in managing accounts payable and receivable functions, verifying vendor accounts, reconciling financial statements, and checking payments and receipts.

**PROFESSIONAL EXPERIENCE**

**ASICS AMERICA CORPORATION - Irvine, CA**

**Accounting Intern, January 2020 – Present**

* Maintain accurate accounting records, including journal entries, accounts payable, and accounts receivable
* Deliver support in the preparation and analysis of financial statements
* Perform monthly bank and account reconciliations to ensure 100% accuracy of company and bank records
* Process 400+ AR cash application transactions on a daily basis
* Skilfully utilize the company’s accounting software to maintain accurate records of daily transactions
* Work with vendors, clients, and staff to verify transactions valued at $200K

**HOMETECH INDUSTRIES, INC. – Fountain Valley, CA**

**Accounting Intern, October 2019 – December 2019**

* Managed a variety of accounting tasks, such as preparing vouchers for all transactions, maintaining books of accounts, and formulating daily and weekly reports
* Prevented catastrophic accounting errors through close attention to detail and consistent willingness to double and triple check work to ensure 100% client satisfaction
* Audited and analysed 500+ credit card transactions to assist senior accountant in verifying the charge of sales tax
* Conducted reconciliation of income statement and balance sheet accounts for newly acquired $10M subsidiary of $40M services company
* Performed month-end reconciliations of accounting records to resolve discrepancies and ensure compliance and integrity

**EDUCATION**

**FAIRLEIGH DICKINSON UNIVERSITY – Teaneck, NJ**

Bachelor of Science in Accounting, May 2019

Graduated cum laude (GPA: 3.8/4.0)

**ADDITIONAL SKILLS**

* Proficient in Microsoft Office (Word, Excel, PowerPoint), QuickBooks
* Fluent in Spanish and English
* Strong interpersonal skills