**ACCOUNTANT RESUME**

**Name**: CLAIRE HUGHES

**Address**: City, State, Zip Code  
**Phone**: 000-000-0000  
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**PROFESSIONAL SUMMARY**

Highly analytical, results-driven accounting specialist skilled at working quickly and accurately under tight deadlines. Extensive knowledge of Excel and QuickBooks.

**WORK HISTORY**

**Just Solutions Inc. – Accountant Austin, TX 07/2016 – Current**

Company Name, City, State

* Analyzed budgets, financial reports and projections for accurate reporting of financial standing.
* Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
* Managed, tracked and monitored financial updates, watch lists and insurance files.

**Sarepta Software – Junior Accountant Mabank, TX 10/2011 – 07/2016**

Company Name, City, State

* Setup and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
* Investigated and resolved variances in digital and physical records to promote record integrity.
* Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.

**National Cinemania Inc. – Business Office Intern**

**Austin, TX 08/2007 – 06/2010 Company Name, City, State**

* Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
* Monitored premises, screened visitors, updated logs and issued passes to maintain security.
* Kept physical files and digitized records organized for easy

**SKILLS**

* Invoice coding familiarity
* Advanced bookkeeping skills
* Data trending knowledge
* Calculating liabilities
* Account reconciliation processes
* Hyperion Financial Management specialist
* Account reconciliation specialist

**EDUCATION**

**BBA**: Accounting, City, State