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Street, city – state

LinkedIn:

LinkedIn/in/olivia-wilson

SKILLS

- Accounting Principles
- Financial Statement Prep
- Microsoft Excel
- Auditing
- Data Analysis

LANGUAGES

- English: Advanced
- Spanish: Proficient
- French: Intermediate

OLIVIA WILSON

ACCOUNTANT

Skilled and experienced accountant with a proven track record of success in the financial services industry. Expertise in all aspects of accounting, including financial statement preparation, auditing, and taxation. Strong analytical and problem-solving skills.

WORK EXPERIENCE

Accountant

ABC Company | City | Jan 2022 – Dec 2023

Provided accurate financial analysis and reporting for informed decision-making. Managed full-cycle accounting processes, including accounts payable/receivable, general ledger entries, and bank reconciliations.

Junior Accountant

XYZ Company | City | Jan 2021 – Dec 2021

Collaborated with colleagues to improve documentation and streamline month-end procedures, resulting in enhanced efficiency and accuracy.

EDUCATION

Bachelor's Degree in BBA

XYZ University | City | Jan 2018 – Dec 2021

Diploma in Accounting & Finance

ABC Institute | City | Jan 2017 – Dec 2017

Diploma in Microsoft Excel

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Professional's Private Sector Job Finder Daniel Lauber, 1994

The Official America Online for Windows Tour Guide, Version 1 Tom

Lichty, 1993

Online Access, 1995

Microsoft Word 2003

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Mastering and Using Microsoft Word 2002 H. Albert Napier, Philip J. Judd, Ollie Rivers, 2001

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Microsoft Office Professional 2013 for Touch Devices Plain & Simple Katherine Murray, 2013-04-15

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Finding a Job on the Internet Alfred Glossbrenner, Emily Glossbrenner, 1995

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