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| John Doe |
| SummaryDetail-oriented and motivated recent graduate with a Bachelor's degree in Accounting. Seeking to leverage strong analytical skills and foundational knowledge in finance to contribute to a dynamic accounting team.Work Experience**Accounting Intern Jan 2023 – Present**ABC Corporation Anytown, CA* Assisted in preparing monthly financial statements and reports.
* Supported the accounts payable process, ensuring timely invoice processing.

**Bookkeeping Assistant Jun 2022 – Dec 2022**XYZ Firm Anytown, CA* Maintained accurate financial records for small business clients.
* Reconciled bank statements and assisted in payroll processing.

EducationBachelor of Science: Accounting Jan 2022*State University**Anytown, CA* | Contact(123) 456-7890john.doe@example.comAnytown, CA 12345SkillsFinancial ReportingData AnalysisExcelQuickBooksAccounts PayableAccounts ReceivableBudgetingTax PreparationAttention to DetailProblem Solving |