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| Jane Smith | | |
| Summary  Results-driven accountant with over 5 years of experience in financial analysis and reporting. Proven track record of improving processes and enhancing operational efficiency within accounting departments.  Work Experience  **Staff Accountant Mar 2020 – Present**  DEF Industries Othertown, TX   * Led the preparation of annual budgets, resulting in a 10% reduction in costs. * Conducted internal audits to ensure compliance with financial regulations.   **Junior Accountant Jan 2018 – Feb 2020**  GHI Solutions Othertown, TX   * Managed accounts payable and receivable, improving cash flow by 15%. * Assisted in the preparation of quarterly financial statements.   Education Bachelor of Business Administration: Accounting Jan 2017 *Local University**Othertown, TX*  certifications   * Certified Public Accountant (CPA) – Texas State Board – 2021 | Contact  (987) 654-3210  jane.smith@example.com  Othertown, TX 54321  Skills  Financial Analysis  Budget Management  Tax Compliance  Audit Coordination  GAAP  Excel Advanced Functions  SAP  Team Leadership  Cost Reduction  Strategic Planning |