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| Jessica Smith |
| SummaryDetail-oriented and motivated accounting graduate seeking an entry-level accounting assistant position. Possesses foundational knowledge in financial reporting and strong organizational skills. Eager to contribute to the financial accuracy of a dynamic team.Work Experience**Accounting Intern Jan 2023 – May 2023**ABC Financial Services Springfield, IL* Assisted in the preparation of monthly financial statements, improving accuracy by 15%.
* Supported accounts payable and receivable processes, ensuring timely payments and collections.

**Cashier Jun 2021 – Dec 2022**XYZ Retail Springfield, IL* Managed cash transactions and maintained accurate cash register, achieving a 99% accuracy rate.
* Provided customer service and resolved billing inquiries in a timely manner.

EducationBachelor of Science: Accounting May 2023*University of Illinois**Springfield, IL*references* Provided upon request
 | Contact(123) 456-7890jessica.smith@email.comSpringfield, IL 62701SkillsData EntryAccounts PayableAccounts ReceivableMicrosoft ExcelQuickBooksFinancial ReportingAttention to DetailTime ManagementProblem Solving |