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| Jessica Smith | | |
| Summary  Detail-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.   Education Bachelor of Science: Accounting May 2023 *University of Illinois**Springfield, IL*  references   * Provided upon request | Contact  (123) 456-7890  jessica.smith@email.com  Springfield, IL 62701  Skills  Data Entry  Accounts Payable  Accounts Receivable  Microsoft Excel  QuickBooks  Financial Reporting  Attention to Detail  Time Management  Problem Solving |