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| Jane Doe |
| SummaryDetail-oriented and motivated recent graduate with a foundational understanding of bookkeeping principles. Strong numerical skills and a desire to contribute to a team-oriented environment.Work Experience**Accounting Intern Jan 2023 – Present**XYZ Corp Anytown, CA* Assisted in the preparation of financial statements and reports.
* Performed data entry for accounts payable and receivable, ensuring accuracy.

**Cashier Jun 2021 – Dec 2022**Local Grocery Store Anytown, CA* Managed cash transactions and maintained accurate cash drawers.
* Provided excellent customer service, enhancing customer satisfaction.

EducationBachelor of Science: Accounting May 2023*Anytown University**Anytown, CA* | Contact(123) 456-7890jane.doe@example.comAnytown, CA 90210SkillsBasic AccountingData EntryAccounts PayableAccounts ReceivableBank ReconciliationExcelQuickBooksFinancial ReportingAttention to DetailTime Management |