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| Emily Johnson | | |
| Summary  Experienced Senior Bookkeeper with over 10 years of expertise in managing comprehensive financial operations for diverse industries. Adept at leading teams, implementing best practices, and optimizing financial performance.  Work Experience  **Senior Bookkeeper Jan 2018 – Present**  Global Enterprises Metropolis, IL   * Oversaw a team of 5 bookkeepers and improved departmental efficiency by 25%. * Spearheaded the implementation of a new ERP system, resulting in a 40% reduction in processing time.   **Bookkeeper Supervisor Jul 2014 – Dec 2017**  FinTech Innovations Metropolis, IL   * Managed all bookkeeping functions and ensured compliance with financial regulations. * Conducted regular audits and developed policies that decreased errors by 15%.   Education Bachelor of Science: Accounting May 2012 *Metropolis University**Metropolis, IL*  certifications   * Certified Public Accountant (CPA) – State Board of Accountancy – 2014 | Contact  (555) 555-5555  emily.johnson@example.com  Metropolis, IL 60601  Skills  Advanced Accounting  Financial Management  Statutory Compliance  Team Leadership  Financial Software Implementation  Cost Accounting  Audit Coordination  Strategic Planning  Risk Management  Client Relations |