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| Emily Johnson |
| SummaryExperienced 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%.

EducationBachelor of Science: Accounting May 2012*Metropolis University**Metropolis, IL*certifications* Certified Public Accountant (CPA) – State Board of Accountancy – 2014
 | Contact(555) 555-5555emily.johnson@example.comMetropolis, IL 60601SkillsAdvanced AccountingFinancial ManagementStatutory ComplianceTeam LeadershipFinancial Software ImplementationCost AccountingAudit CoordinationStrategic PlanningRisk ManagementClient Relations |