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| Jane Smith | | |
| Summary  Results-driven Reconciliation Specialist with over 5 years of experience in financial analysis and account reconciliation. Proven track record of identifying discrepancies and implementing effective solutions to enhance accuracy and efficiency.  Work Experience  **Reconciliation Specialist Mar 2020 – Present**  Finance Solutions Inc. Big City, NY   * Managed reconciliation of over 250 accounts monthly, achieving a 99% accuracy rate. * Developed and implemented new reconciliation procedures that reduced processing time by 20%.   **Junior Accountant Jan 2018 – Feb 2020**  Global Finance Group Big City, NY   * Performed account reconciliations and analyzed variances for monthly financial statements. * Assisted in the preparation of annual audits, contributing to a successful compliance review.   Education Bachelor of Business Administration: Accounting Jan 2017 *State University**Big City, NY*  certifications   * Certified Bookkeeper – AIPB – 2019 | Contact  (987) 654-3210  jane.smith@example.com  Big City, NY 54321  Skills  Account Reconciliation  Financial Reporting  Data Management  Analytical Thinking  Attention to Detail  Excel Advanced Functions  Regulatory Compliance  Team Leadership |