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| Jane Smith |
| SummaryResults-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.

EducationBachelor of Business Administration: Accounting Jan 2017*State University**Big City, NY*certifications* Certified Bookkeeper – AIPB – 2019
 | Contact(987) 654-3210jane.smith@example.comBig City, NY 54321SkillsAccount ReconciliationFinancial ReportingData ManagementAnalytical ThinkingAttention to DetailExcel Advanced FunctionsRegulatory ComplianceTeam Leadership |