**Chris Jones**

(xxx)-xxx-xxxx | [your@email.com](mailto:your@email.com) | 123 Your Address, City, State, Zip Code

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**CAREER OBJECTIVE**

Licensed Certified Public Accountant with over 6 years of experience. Member of the AICPA and NYSSCPA seeking to apply diverse accounting and administrative knowledge as a supervising accountant at your company. Possess a B.S. in Accounting from a top-50 accounting school.

**PROFESSIONAL EXPERIENCE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MCINTIRE HUMAN RESOURCES, Ithaca, NY September 2011 - Present

*Supervising Accountant*

* Maintain up-to-date documentation of all company processes
* Conduct and oversee periodic financial audits
* Coordinate and organize internal control projects with an annual budget of $40 million+
* Develop formal dashboards to communicate results of audit activities to senior management
* Manage multiple client accounts totaling over $75 million
* Train and coordinate a team of experienced in-house financial analysts

STEADMAN & STEADMAN LLC,Ithaca, NY September 2010 – August 2011

*Accountant*

* Processed, examined, and certified administrative receipts and disbursments
* Tracked metrics and performance indicators. Assisted external auditors with document collection for audits
* Performed monthly reconciliations and account analysis
* Managed stock portfolio worth over $35 million, increasing returns by 5%
* Identified several applicable tax credits resulting in tax savings totaling over $14,000 annually
* Pinpointed several operational inefficiencies, boosting performance and drawing in several new clients leading to a total bottom-line increase of 12% annually

**EDUCATION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Bachelor of Science in Accounting, SOUTHERN NEW HAMPSHIRE UNIVERSITY, Manchester, NH August 2010

Graduated Cum Laude | Captain of the debate team

**ADDITIONAL SKILLS**

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* Intimate familiarity with both IFRS in addition to US GAAP
* Quickbooks Pro
* Microsoft Suite (Advanced Excel)