Danielle Brasseur

4567 8th Avenue, Carson City, NV 10111 | (313) 555-0100 | danielle@example.com | www.linkedin.com

Dynamic and detail-oriented accountant with expertise in GAAP and comprehensive public accounting experience. Known for delivering top-notch strategic solutions and fostering business growth through effective collaboration and ownership mentality.

|  |
| --- |
| EducationBachelor of Science in Accounting, Minor in Business Administration | Bellows CollegeDegree obtained June 20XX* Distinguished member of university’s Accounting Society, GPA: 3.8
* Relevant coursework: Advanced Financial Accounting and Reporting
 |
| ExperienceAccountant | Trey Research | San Francisco, CAMarch 20XX – Present* Provide accounting services for individuals and businesses in a mid-sized firm
* Specialize in income tax preparation, audit support, and financial statement preparation
* Manage pro forma budgeting, general ledger accounting, and bank reconciliation

Bookkeeper | Bandter Real Estate | Berkeley, CAMay 20XX – February 20XX* In-house bookkeeper for a real estate development company
* Maintained financial books, tracked expenses
* Prepared and submitted invoices

Accounting intern | Olson Harris Ltd. | Vallejo, CADecember 20XX – April 20XX* Assisted with payroll and Pensions service management for 150+ employees
* Prepared invoices for more than 200 clients
* Assisted with bill payments, records organization and preparation, and other office duties
 |
| Skills |
| * Microsoft NAV Dynamics
* Cashflow planning & management
* State & federal tax codes
 | * Bookkeeping
* Exceptional communication
* Fluent in German
 |