donna robbins

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| Ciudad - País | (313) 555-0100 | donna@example.com | Perfil profesionalPerfil profesionalPerfil profesionalPerfil profesional |
| EDUCACIÓN* Bachelor of Science in Accounting, Minor in Business Administration | Bellows College | June 20XX
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| EXPERIENCIAAccountant | Trey Research | San Francisco, CA20XX – PresentWorking in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide full range of services, include income tax preparation, audit support, preparation of financial statements, pro forma budgeting, general ledger accounting, and bank reconciliation.Bookkeeper | Bandter Real Estate | Berkeley, CA20XX – 20XX Inhouse bookkeeper for a real estate development company. Maintained financial books, tracked expenses, prepared and submitted invoices, and oversaw payroll.Accounting Intern | Olson Harris Ltd. | Vallejo, CA December 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 to support financial and accounting operations. |
| HABILIDADES |
| * Microsoft NAV Dynamics
* Cashflow planning & management
* State & federal tax codes
 | * Bookkeeping
* Exceptional communication
* Fluent in German
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# VOLUNTARIADO

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