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| 123 Your Address, City, State, Zip Code  (xxx)-xxx-xxxx | your@email.com  www.linkedin.com/in/ChrisJones | **Chris Jones** |

**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**

**SOUTHERN NEW HAMPSHIRE UNIVERSITY, Manchester, NH**

Bachelor of Science in Accounting, May 2010

* Graduated Cum Laude
* Captain of the debating team

**Additional Skills**

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