**James Doe**
*Relocating to Tampa, FL* ♦ 000-123-4567 ♦ email: jamesdoe@email.com ♦ www.linkedin.com/in/jamesdoe

**Qualifications Summary**

*Detail-oriented Senior Accountant with 10 years’ experience maintaining meticulous financial records and reports.*

* Well-versed in performing corporate cost accounting, billing, A/R, A/P, general ledger, and payroll administration functions.
* Adeptly research and prepare budget and financial forecasts and report variances.
* Lead by example in ensuring departmental compliance with US GAAP standards and practices.
* Technical proficiencies include Microsoft Office Suite, QuickBooks, and Sage 50 Accounting.

**Professional Experience**

Acme Manufacturing Company, Houston, TX

***Senior Accountant,*** 5/2014-Present

Lead team of five accountants and AP/AR specialists in financial consolidations, tax preparation, and financial reporting. Coordinate and direct preparation of budgets and financial forecasts; partner cross-functionally with other departments to handle monthly close processes, perform annual inventories, and submit timely financial and tax statements.

* Spearheaded department’s transition to Sage 50 Accounting system, which heightened overall efficiency by 45%.
* Recommended stringent budget reductions that reduced costs by 55%.

pioneer Systems, Houston, TX

***Accountant***, 07/2010-12/2014

Skillfully executed all cost accounting, AP/AR, budget, and payroll accounting responsibilities for technology company with a 700-member workforce.

* Reversed historic backlog of general ledger accounting, restoring an up-to-date balance within sixty days of initial hiring.
* Trained and mentored interns and new hires in AP/AR best practices.

**Education**

**Bachelor of Business Administration (BBA) in Accounting**; 3.8 GPA
Texas A&M University, College Station, TX