Bradley Applicant

123 Main Street • Greenville, SC 29601 • (123) 456-7890 • bradley.applicant@email.com

CERTIFIED PUBLIC ACCOUNTANT

*Proven success with budgets, financial analysis, and tax strategies*

Analytical and meticulous **CPA** with proven effectiveness preparing financial reports, budgets, analyses, and forecasts in strict compliance with GAAP and all regulatory standards. Well-versed in all corporate accounting functions, including complex federal and state tax accounting.

Core competencies & professional training:

|  |  |
| --- | --- |
| * Corporate tax accounting * Mergers & acquisitions * Internal & external audits | * Cost accounting * Risk management * Regulatory compliance |

PROFESSIONAL EXPERIENCE

MASON FINANCIAL SERVICES INC., *Greenville, S.C.*

**CERTIFIED PUBLIC ACCOUNTANT** (June 2015—Present)

Work closely with corporate clients and independent business owners to compile financial data, facilitate tax planning and preparation, and coordinate financial audits. Prepare and file SEC reports.

*Notable accomplishments:*

* Realigned financial reporting processes for client company, ensuring their first on-time submission of federal tax documents in four years and laying strong groundwork for future audit-free filings.
* Led succession planning for 2017 merger of company with a smaller CPA firm.

LEOPOLD MANUFACTURING COMPANY, *Clemson, S.C.*

**STAFF ACCOUNTANT** (November 2014—May 2015)

Performed general business accounting functions for manufacturing company.

*Notable Accomplishments:*

* Reviewed and reconciled 18-month backlog of unbalanced financial records.
* Implemented new processes to ensure timely preparation of monthly, quarterly, and annual closings.

EDUCATION & CREDENTIALS

**CLEMSON UNIVERSITY**, Clemson, S.C.

Bachelor of Science in Accounting & Finance, 2015

**Information Technology Skills**

QuickBooks • Crystal Reports • Peachtree • Paychex • SAP • Microsoft Office Suite