

Nathaniel Gibbs

Accounting Assistant

(217) 555-1234 nathaniel.gibbs@example.com linkedin.com/in/nathanielgibbs 1234 Maple Avenue, Springfield, IL 62701

STRENGTHS

- ✓ **Attention to Detail**
Meticulously ensured accuracy in all financial processes during internships, gaining executive confidence.
- 📊 **Analytical Skills**
Solved complex financial problems through innovative data analyses, making administrators' tasks smoother.
- 👥 **Team Player**
Frequently worked closely with teams during projects, peers often sought advice during crunch periods.
- 🕒 **Time Management**
Prioritized conflicting deadlines effectively, successfully balancing multiple tasks without sacrificing quality.
- 💻 **Proficiency in Software**
Gained familiarity with QuickBooks through workshops, becoming a crucial resource amid peers' struggles.

SKILLS

- Accounting Principles
- Data Entry
- QuickBooks
- Microsoft Excel
- Financial Reporting
- Time Management
- Analytical Skills
- Intercompany Transactions
- Administrative Support
- Documentation
- Reporting Tools
- Change Orders
- Financial Data Analysis
- Business Environment
- Vendor Invoicing
- Project Coordination

SUMMARY

Detail-oriented and highly motivated accounting professional with over two years of hands-on experience in key accounting functions. Adept in data entry, invoicing, and financial reporting within a collaborative team environment. Demonstrated ability to maintain precise financial records while supporting project documentation and administrative tasks efficiently. Proficient in Microsoft Excel, showcasing advanced analytical skills, along with expertise in QuickBooks that drives accuracy in financial operations. Excited to bring unique insights and strive for excellence in a dynamic workplace.

EDUCATION

Bachelor of Science in Accounting
Springfield University 🎓 GPA: 3.8 📅 2026 📍 Springfield, IL
Coursework: Financial Reporting, Taxation, Auditing, Managerial Accounting

TECHNICAL SKILLS

- **Spreadsheet Software:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **Accounting Software:** QuickBooks, Sage 50, FreshBooks
- **Communication Tools:** Microsoft Teams, Slack, Zoom
- **Data Analytics Tools:** Tableau, Power BI, Excel
- **Presentation Software:** PowerPoint, Google Slides, Prezi
- **Document Management Systems:** Google Drive, SharePoint, Dropbox
- **Programming Languages:** Python, R, SQL
- **Project Management Tools:** Trello, Asana, JIRA
- **Financial Modelling:** Excel Modeling, VBA, What-if Analysis
- **Collaboration Platforms:** Miro, Notion, Confluence

EXPERIENCE

- Accounting Intern**
University Project 📅 January 2025 – May 2026 📍 Springfield, IL
- Executed data entry effectively across multiple accounting functions, safeguarding accuracy and timeliness. Delivered essential project documentation by accurately tracking allowances and managing change orders throughout a capstone project. Maintained organized financial records and processed vendor invoices seamlessly, enhancing departmental efficiency. Created insightful financial reports in response to data requests, underscoring strong analytical capabilities in action. Collaborated closely with team members, aiding Controllers and fostering teamwork across various initiatives. Leveraged Microsoft Excel extensively for streamlined data analysis, significantly improving reporting accuracy.
- Executed data entry efficiently across diverse accounting functions, ensuring accuracy and timeliness.
 - Maintained organized financial records while processing vendor invoices and customer invoicing.
 - Created insightful financial reports in alignment with ad hoc data requests, demonstrating analytics expertise.
 - Collaborated with team members to support Controllers, enhancing operational workflows and outcomes.
 - Utilized Microsoft Excel extensively, which improved reporting capabilities and overall department efficiency.
 - Assisted in other administrative duties as needed, contributing to seamless departmental operations.

Research Assistant
Academic Research 📅 September 2024 – December 2025 📍 Springfield, IL

LANGUAGES



MY CAREER



- Accounting Intern at University Project (1.3 Years)
- Research Assistant at Academic Research (1.2 Years)
- Financial Analyst at Capstone Project (4 Months)

Contributed valuable insights on construction accounting principles through dedicated research efforts, prioritizing data accuracy and integrity in all outputs. Assisted in the creation of comprehensive financial documentation and presentation materials for various academic conferences, enhancing communication skills. Engaged actively within study groups focused on analyzing industry-specific accounting practices. Supported research strategy development, deepening knowledge of established methodologies in finance and accounting.

- Engaged in extensive research on construction accounting principles with attention to data integrity.
- Created comprehensive financial documents and presentation materials for academic events, showcasing findings.
- Participated in study groups that evaluated and discussed different industry accounting practices deeply.
- Developed research strategies that bolstered understanding of conventional methodologies aimed at students.
- Recorded detailed notes outlining research progression, ensuring compliance with both Grant specifications.
- Attended workshops to refine proficiency in QuickBooks, vital for modern accounting procedures.

Financial Analyst

Capstone Project 📅 January 2026 – May 2026 📍 Springfield, IL

Analyzed financial data interacting with simulated business scenarios, applying core accounting principles creatively. Developed clear financial reports utilizing Microsoft Office tools, effectively communicating data insights. Collaborated with peers in evaluating intercompany transactions, refining knowledge on complex accounting systems thoroughly.

- Examined financial data relevant to a simulated business setting in rigorous detail, emphasizing principles learned.
- Developed thorough financial reports using Microsoft Office tools, presenting analyses effectively in front of class.
- Worked cooperatively with peers to evaluate intricate intercompany transactions, developing precision and clarity.
- Drafted organized documentation for allowances and change orders, ensuring stakeholder understanding was maintained.
- Honed critical time management skills by balancing project demands alongside academic responsibilities effectively.
- Achieved commendations for an outstanding display of professionalism during project presentations and critiques.

LEADERSHIP & AWARDS

- Dean's List, Springfield University (2024, 2025)
- First Place, University Accounting Competition (2025)

CERTIFICATIONS

- QuickBooks Certified User 📅 2026
- Microsoft Excel Specialist 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, Springfield University (2024 – Present)
- Volunteer Tutor, Peer Mentoring Program (2025)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST