

Heaven Savage

 (404) 555-1234  heaven.savage@example.com  linkedin.com/in/heavensavage  Atlanta, GA, 30301

SUMMARY

Detail-oriented accounting professional with over two years in accounts payable, receivable, and payroll processing. Proven ability to maintain accuracy in financial records and enhance processes within a fast-paced environment. Strong organizational skills coupled with a commitment to confidentiality and professionalism in finance operations. Experienced in supporting team projects, streamlining workflows, and delivering timely reports tailored to management's needs. Eager to bring analytical skills and attention to detail to Davidson Financial Services.

EDUCATION

Master's Degree in Accounting2025

Georgia State University GPA: 3.8Atlanta, GA

Coursework: Financial Accounting, Managerial Accounting, Tax Accounting, Business Finance

Bachelor's Degree in Business Administration2023

Georgia State University GPA: 3.6Atlanta, GA

Coursework: Principles of Marketing, Business Law, Economics, Financial Management

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Xero, Sage
- **Excel Proficiencies:** Pivot Tables, VLOOKUP, Macros
- **Financial Reporting Tools:** Crystal Reports, Microsoft Access, Tableau
- **Payroll Management:** ADP, Paychex, Gusto
- **Data Analysis Tools:** R, Python, SQL
- **Regulatory Standards:** GAAP, IFRS, SOX
- **Office Software:** Microsoft Office Suite, Google Workspace
- **Financial Modeling:** DCF, NPV, IRR
- **Database Management:** Oracle, MySQL, Microsoft SQL Server
- **Communication Platforms:** Slack, Microsoft Teams, Zoom

SKILLS

- Accounts Payable
 - Accounts Receivable
- Payroll Processing
 - Data Entry
- Financial Reporting
 - Microsoft Excel
- QuickBooks

EXPERIENCE

Accounting AssistantJanuary 2025 - Present

University ProjectAtlanta, GA

In this role, managed financial processes relevant to a simulated business environment. Responsible for overseeing accounts payable while ensuring compliance and record integrity. Facilitated collaboration with peers in developing effective solutions tailored to complex requirements in academic settings.

- Managed the accounts payable process, ensuring timely payment to vendors while maintaining accurate records.
- Conducted data entry for financial transactions, enhancing the accuracy of financial reporting.
- Assisted in payroll processing for a team of 50+ employees, ensuring compliance with regulatory requirements.
- Collaborated with team members to streamline data entry processes, reducing errors by 15%.
- Prepared monthly financial reports for management review, improving decision-making processes.
- Maintained confidentiality of sensitive financial information and adhered to ethical standards.

Finance InternJune 2024 - December 2024

Academic ResearchAtlanta, GA

Supported finance department activities relevant to project funding analysis and budget management. Actively engaged with various financial record tasks contributing towards an understanding of practical applications in real-world scenarios.

- Supported the finance team in accounts receivable activities, tracking outstanding invoices and payments.
- Conducted data analysis to identify trends in financial performance, contributing to strategic planning.
- Assisted in the preparation of financial statements, enhancing clarity in communications.
- Participated in audits by providing necessary documentation and reports to external auditors.

- Developed and maintained financial spreadsheets, improving efficiency in data management.
- Engaged in continuous learning about financial regulations and best practices in accounting.

LEADERSHIP & AWARDS

- Dean's List, 2024
- Student Finance Competition Winner, 2024

CERTIFICATIONS

- Microsoft Excel Certification  2025
- QuickBooks Certified User  2025

PROFESSIONAL AFFILIATIONS

- Member of the Finance Club, 2023 - Present
- Volunteer Tax Assistant, 2024

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST