



Heaven Savage

Accounting Clerk

☎ (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.

STRENGTHS

- ♥ **Attention to Detail**
Emphasized precision in managing financial records, building trust and integrity across all teams involved.
- ★ **Process Improvement**
Streamlined workflows leading to greater efficiency and stakeholder confidence in operational outputs.
- 🔒 **Confidentiality Commitment**
Uphold strict confidentiality protocols, earning recognition for trustworthy handling of sensitive financial data.
- 👥 **Team Collaboration**
Worked closely with others on financial projects, fostering positive interactions that supported shared objectives.
- 📊 **Analytical Skills**
Utilized analytical capabilities in assessments of financial data trends, which enhanced overall strategic discussions.

SKILLS

Accounts Payable

Accounts Receivable

Payroll Processing Data Entry

Financial Reporting

Microsoft Excel QuickBooks

LANGUAGES

English Native

EDUCATION

Master's Degree in Accounting

Georgia State University 🎓 GPA: 3.8 📅 2025 📍 Atlanta, GA

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

Bachelor's Degree in Business Administration

Georgia State University 🎓 GPA: 3.6 📅 2023 📍 Atlanta, 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

EXPERIENCE

Accounting Assistant

University Project 📅 January 2025 - Present 📍 Atlanta, 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 Intern

Academic Research 📅 June 2024 - December 2024 📍 Atlanta, GA

MY CAREER



- Accounting Assistant at University Project (1.6 Years)
- Finance Intern at Academic Research (6 Months)

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST