



Sofia Anthony

Accounts Payable Assistant

☎ (301) 555-1234 ✉ sofia.anthony@email.com

🌐 linkedin.com/in/sofia-anthony 📍 123 Maple Street, Silver Spring, MD 20901

STRENGTHS

- ✓ **Attention to Detail**
Consistently maintained focus on small details during invoice processing, significantly reducing errors reported.
- ☰ **Multi-tasking Ability**
Effectively balanced multiple projects while meeting tight deadlines during peak accounting periods.
- 💬 **Strong Communication Skills**
Engaged effectively with colleagues and vendors, strengthening relationships that improved workflow quality.
- 📁 **Organizational Skills**
Created efficient document management systems reducing retrieval time and increasing accessibility for audits.
- 👥 **Team Collaboration**
Frequently led group discussions within school projects, fostering a collaborative atmosphere improving process solutions.

SKILLS

Accounts Payable Management

Document Management

Microsoft Office Suite

Strong Communication Skills

Attention to Detail

Multi-tasking Ability

SUMMARY

Detail-oriented accounts payable professional with over two years in financial administration and document management. Proven accuracy in processing invoices and maintaining payables records reflects a strong attention to detail. Skilled in multi-tasking within fast-paced environments, adapting seamlessly to changing demands is crucial. Enhanced team collaboration leads to effective support for departmental objectives. Demonstrated ability to assemble and organize documentation efficiently ensures compliance during audits. Familiar with software tools like Microsoft Office Suite drives efficacy in completing administrative tasks. Eager to contribute expertise to further strengthen department operations at Bright Future Solutions.

EDUCATION

Bachelor's Degree in Finance

University of Maryland 🎓 GPA: 3.8 📅 2026 📍 College Park, MD

Coursework: Accounting Principles, Financial Analysis, Cost Accounting, Taxation

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Sage, FreshBooks
- **Data Management Tools:** Excel, Google Sheets, MS Access
- **Office Applications:** Word, PowerPoint, Outlook
- **Financial Compliance Standards:** GAAP, IFRS, SOX
- **Project Management Tools:** Trello, Asana, Monday.com
- **Auditing Practices:** Internal Audits, External Audits, IT Governance
- **Research Methodologies:** Qualitative Research, Quantitative Analysis, Surveys
- **Data Analysis Techniques:** Statistical Analysis, Excel Functions, Database Queries
- **Financial Analysis Techniques:** Forecasting, Budgeting, Variance Analysis
- **Communication Tools:** Slack, Zoom, Microsoft Teams

EXPERIENCE

Accounts Payable Intern

University Project 📅 June 2025 - July 2026 📍 Remote

During the internship role, managed complete accounts payable functions, supporting accurate entries and record maintenance. Direct involvement streamlining filing systems enhanced operational efficiency noticeably.

- Processed accounts payable invoices ensuring timely entry into the financial system while maintaining accuracy.
- Matched purchase orders against invoices confirming receipt of goods prior to payment processing.
- Assisted assembling required documentation for check payments, enhancing compliance with audit protocols.
- Developed organized electronic filing systems for easy access to all payables records, improving departmental workflows.
- Coordinated management of department mail ensuring timely distribution of important financial documents.
- Contributed effectively to various accounting projects tailored to improve departmental mechanization and effectiveness.

Finance Research Assistant

Academic Research 📅 January 2025 - May 2025 📍 College Park, MD

LANGUAGES



MY CAREER



- Accounts Payable Intern at University Project (1.1 Years)
- Finance Research Assistant at Academic Research (4 Months)

This position engaged in research focused on financial practices, directly contributing insights towards optimizing accounts payable processes. Collaboration played a key role in achieving timely project benchmarks and outcomes.

- Conducted best practice research on finance processes which led to significant improvements in internal practices.
- Helped prepare detailed reports and presentations regarding strict financial compliance and document organization.
- Collaborated closely with faculty members engaging in impactful research papers focused on fiscal efficiency.
- Participated actively in data analysis supporting research findings, ensuring documentation integrity throughout.
- Maintained comprehensive records of project activities aiding future data retrieval in audits.
- Visited team meetings productively discussing progress with peers focusing on overcoming financial challenges.

LEADERSHIP & AWARDS

- Dean's List, University of Maryland, Fall 2023
- Certificate of Recognition for Collaborative Teamwork, 2025

CERTIFICATIONS

- Certified Accounts Payable Professional (CAPP) 📅 2025
- Introduction to Data Analysis using Excel 📅 2025

PROFESSIONAL AFFILIATIONS

- Finance Club Member, University of Maryland
- Volunteer, Local Non-Profit Focused on Financial Literacy

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST