



Jaden Chandler

Entry-Level Accountant / Financial Analyst

☎ (574) 555-1234 ✉ jaden.chandler@email.com

🌐 linkedin.com/in/jadenchandler 📍 123 Main St, South Bend, IN 46601

SUMMARY

Recent graduate in Accounting skilled in financial analysis and account reconciliation. Achieved hands-on experience through academic projects and internships, emphasizing teamwork and collaboration. Maintained accuracy in financial reports and supported budgeting processes, demonstrating a strong analytical approach to data interpretation. Eager to contribute effectively as part of a finance team focused on growth. Proven ability to thrive under pressure while complying with deadlines. Seeking an opportunity to leverage education and skills to foster professionalism within a reputable organization, demonstrating dedication and ambition to learn.

EDUCATION

Bachelor of Science in Accounting

University of Notre Dame 🎓 GPA: 3.5 📅 2026 📍 South Bend, IN

Coursework: Financial Reporting, Auditing, Budgeting, Corporate Finance

TECHNICAL SKILLS

- **Software Proficiencies:** Microsoft Excel, QuickBooks, SAP
- **Data Analysis Tools:** Tableau, R, Python
- **Reporting Standards:** GAAP, IFRS, SEC Regulations
- **Financial Management Systems:** Oracle Financial Services, FreshBooks, Xero
- **Accounting Frameworks:** Accrual Accounting, Cash Basis Accounting, Financial Derivatives
- **Regulatory Compliance Requirements:** SOX Compliance, Dodd-Frank Act, FASB Guidelines
- **Presentation Software:** Microsoft PowerPoint, Prezi, Google Slides
- **Spreadsheet Software:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **File Management Systems:** Dropbox, Google Drive, OneDrive
- **Statistical Software:** Stata, SPSS, Minitab

EXPERIENCE

Accounting Intern

University Project 📅 January 2026 - June 2026 📍 South Bend, IN

Supported accounting tasks related to financial reporting and reconciliations. Engaged in various analyses alongside dedicated finance teams, improving overall accuracy and efficiency. Developed foundational experience aimed at contributing positively to business operations through robust workflows.

- Prepared detailed financial reports that adhered to internal standards and provided stakeholders with clear insights.
- Executed numerous account reconciliations that enhanced the integrity of financial records.
- Participated actively in month-end close procedures, adhering meticulously to timelines.
- Assisted in evaluating budget forecasts which streamlined operational assessments.
- Continually updated and maintained comprehensive financial records for compliance checks.
- Employed advanced Excel functionalities for effective data overall analysis.

Financial Analysis Capstone

University Project 📅 September 2025 - December 2025 📍 South Bend, IN

Collaborative project exploring critical financial metrics and performance indicators designed to influence decision-making strategies among stakeholders. Leveraged advanced analytical skills to present findings that would guide future business actions.

- Designed a thorough financial model that enhanced understanding of varied business performance metrics.
- Partnered closely with peers to communicate pivotal findings regarding efficiencies within financial operations.

STRENGTHS

- 👥 **Team Collaboration**
Successfully worked within diverse groups, constantly improving communication and outcomes across complex projects.
- 💡 **Analytical Thinking**
Recognized for conveying intricate data in easy-to-understand sharing formats, promoting wider comprehension of financial concepts.
- ✔️ **Detail Orientation**
Trusted for maintaining precise records supporting audits, therefore demonstrating reliability amid fast-paced environments.
- ⚙️ **Creative Problem Solving**
Developed creative solutions during tight deadlines, consistently yielding positive engagement and proactive enhancements.
- 📅 **Organization Skills**
Maintained careful organization within various simultaneous projects, ensuring outcomes met consistently high standards.

SKILLS

Financial Analysis

Account Reconciliation Excel

Financial Reporting Budgeting

Team Collaboration

Attention to Detail

Data Interpretation

Communication Skills

Problem Solving

Regulatory Compliance

Documentation Skills

Project Management

Trend Analysis Research Skills

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Accounting Intern at University Project (5 Months)
- Financial Analysis Capstone at University Project (3 Months)
- Finance Research Assistant at Academic Research (7 Months)

- Conducted respective benchmarks by researching current financial practices against industry standards.
- Generated impactful visual presentations that clearly conveyed analytics to academic staff and peers alike.
- Integrated constructive feedback from mentors into subsequent iterations, refining methodologies.
- Exploited Excel capabilities to elevate the presentation and depth of analytical statistics demonstrated.

Finance Research Assistant

Academic Research 📅 January 2025 - August 2025 📍 South Bend, IN

Facilitated research initiatives surrounding financial regulations, significantly contributing to departmental knowledge advancement and statutory compliance discussions. Focused background on methods enhancing student learning in financial contexts.

- Worked collaboratively with faculty to evaluate financial principles impacting local businesses operationally.
- Compiled and analyzed data sets addressing diverse facets of financial compliance and accurate reporting.
- Drafted publishable reports based on rigorous assessment of necessary research materials and stakeholder needs.
- Engaged actively in academic discussions that propelled professional comprehension of financial analysis.
- Coordinated multiple transitioning tasks, showcasing systematic organizational skills throughout research processes.
- Contributed scholarly parts to major conferences organized by the university, reflecting learned concepts.

LEADERSHIP & AWARDS

- Dean's List, University of Notre Dame, 2025
- Winner, University Accounting Competition, 2025

CERTIFICATIONS

- Excel for Business Certification 📅 2026

PROFESSIONAL AFFILIATIONS

- Treasurer, Accounting Club, University of Notre Dame, 2024-2026
- Member, Finance Society, University of Notre Dame, 2023-2026

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST