



Simon Vega

Entry-Level Accountant

📞 (412) 555-1234 ✉️ simon.vega@email.com

🌐 linkedin.com/in/simonvega 📍 123 Maple Street, Pittsburgh, PA 15222

STRENGTHS

- ✔️ **Attention to Detail**
Consistently identified discrepancies through rigorous checks, gaining trust amongst colleagues for accuracy in reporting.
- 👥 **Team Collaboration**
Worked alongside diverse teams to meet tight deadlines, nurturing relationships that led to successful project outcomes.
- ↕️ **Adaptability**
Quickly learned new systems and processes, often stepping into challenging situations to provide assistance where needed.
- 📊 **Analytical Skills**
Engaged in deep analysis of financial data, showcasing ability to transform complicated metrics into actionable insights.
- 💬 **Communication Skills**
Effectively communicated complex topics with peers, fostering an inclusive dialogue enabling collective problem-solving.

SKILLS

Excel	Fund Accounting
Financial Reporting	Reconciliation
Data Analysis	
U.S. GAAP Compliance	
Team Collaboration	

LANGUAGES

English	Native
Spanish	Intermediate

SUMMARY

Detail-oriented accounting graduate eager to support financial processes through entry-level accounting work. Proficient in Excel and familiar with mutual fund accounting, poised to assist with bank loan servicing and reconciliation tasks. Experience gained through internships has enhanced collaboration and a strong focus on accuracy under tight deadlines. Seeking to contribute to operational excellence while continually learning and improving skills within a fast-paced financial services environment. Ready to tackle challenges and work effectively with internal partners, ensuring timely and accurate transaction management adhering to U.S. GAAP guidelines.

EDUCATION

Bachelor of Science in Accounting

University of Pittsburgh 🎓 GPA: 3.7 📅 2026 📍 Pittsburgh, PA

Coursework: Financial Reporting, Taxation Principles, Cost Accounting, Auditing Fundamentals

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, SAP, Oracle
- **Financial Technologies:** Tableau, Microsoft Office Suite, Alteryx
- **Compliance Standards:** U.S. GAAP, IFRS, SARBANES-OXLEY
- **Reconciliation Tools:** Kyriba, BlackLine, ADP
- **Data Analytics:** R, Python, SQL
- **Reporting Tools:** Crystal Reports, Tableau, Power BI
- **Document Management:** SharePoint, Google Drive, Dropbox
- **Collaboration Platforms:** Slack, Trello, Microsoft Teams
- **Audit Practices:** Interim Audits, Full Audits, External Audits
- **Project Management:** Agile, Waterfall, Lean Six Sigma

EXPERIENCE

Accounting Intern

University Project 📅 January 2026 – Present 📍 Pittsburgh, PA

Contributed to hands-on financial reconciliation projects simulating mutual fund environments, focusing on compliance with U.S. GAAP. This role involved processing daily trade settlements and journal entries while enhancing teamwork and documentation practices for audit-readiness under guidance from senior team members.

- Supported financial reconciliation processes, ensuring adherence to U.S. GAAP standards.
- Collaborated with peers on daily funding tasks, promoting communication and efficiency within the project timeline.
- Assisted in preparing basic journal entries for tracking and ensured clear documentation practices throughout.
- Engaged in peer reviews, providing variance explanations while adhering to preset deadlines.
- Developed competencies in Excel for data analysis and reporting using formulas and pivot tables.
- Helped create standard operating procedures to improve project workflow and consistency.

Financial Analysis Project

Academic Research 📅 September 2025 – December 2025 📍 Pittsburgh, PA

Analyzed models of bank loan servicing focusing on lifecycle events impacting fund performance. The project utilized financial software tools and collaborative efforts fostered a comprehensive understanding of regulatory compliance and accuracy. Emphasized the importance of meticulous documentation during the process.

MY CAREER



- Conducted detailed analyses of cash flow scenarios against sample compliance reports.
- Presented findings on regulatory impacts to faculty, underlining the importance of accuracy in financial reporting.
- Collaborated with other students, developing insightful solutions and insights for discrepancies found.
- Managed thorough documentation of methodologies to ensure future audit readiness.
- Engaged actively in team discussions and contributed ideas for improvement throughout the project.
- Leveraged financial tools to simulate reconciliations which increased practical knowledge.

LEADERSHIP & AWARDS

- Dean's List, University of Pittsburgh, 2024
- Academic Excellence Award in Accounting, 2025

CERTIFICATIONS

- Principles of Accounting Certification 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, University of Pittsburgh
- Volunteer, Financial Literacy Program for Local High School Students

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST