



Simon Vega

Entry Level Fund Accountant

☎ (413) 555-0123 ✉ simon.vega@example.com

🌐 linkedin.com/in/simonvega 📍 Springfield, MA 01103

SUMMARY

Detail-oriented finance graduate passionate about contributing to successful financial operations. Extensive knowledge of accounting principles combined with hands-on experience in fund accounting through academic projects. Demonstrated aptitude for managing multiple tasks efficiently and meeting deadlines amid pressure. Proven skills in utilizing Microsoft Office tools for financial reporting, analysis, and data verification. Eager to join a dynamic team at Acara Financial Services and support essential processes connected to commingled investment portfolios, ensuring accuracy and adherence to industry standards.

EDUCATION

Bachelor's Degree in Finance

University of Massachusetts Amherst 🎓 GPA: 3.8 📅 2026 📍 Amherst, MA

Coursework: *Financial Accounting, Investment Analysis, Corporate Finance, Portfolio Management*

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, MS Excel, Yardi
- **Office Tools:** Microsoft Word, PowerPoint, Outlook
- **Financial Modeling:** Excel Models, NPV Analysis, Forecasting Techniques
- **Data Analysis:** Excel Formulas, Pivot Tables, Power BI
- **Regulatory Compliance:** GAAP, IFRS, SEC Guidelines
- **Project Management Software:** Asana, Trello, JIRA
- **Collaboration Tools:** Zoom, Slack, Microsoft Teams
- **Presentation Software:** PowerPoint, Google Slides, Canva
- **Spreadsheet Applications:** MS Excel, Google Sheets, Airtable
- **Valuation Techniques:** Discounted Cash Flow, Comparable Company Analysis, Precedent Transactions

EXPERIENCE

Fund Accounting Intern

University Project 📅 June 2025 – August 2025 📍 Amherst, MA

Provided specialized accounting support for simulated commingled investment portfolios while gaining practical experience in fund accounting technology. Collaborated with teammates to execute net asset value calculations, ensuring meticulous treatment of transactions and expense tracking.

- Assisted with the preparation and timely delivery of daily accounting reports, aligning with department quality standards.
- Acted as the primary contact for inquiries relating to derivative valuations, clarifying information when discrepancies arose.
- Identified anomalies and communicated effectively to minimize operational risks while enhancing overall process efficiency.
- Contributed insights during management reporting regarding past dues, cash breaks, and reconciliation challenges.
- Championing process improvements led to increased individual productivity and collaborative successes within the team.
- Fostered cross-department communication, ensuring swift resolution of issues impacting accounting deliverables.

Financial Analysis Assistant

University Project 📅 January 2025 – May 2025 📍 Amherst, MA

STRENGTHS

📊 Analytical Skills

Deep commitment to analyzing financial data leads to sharper insights that inform decision-making.

✅ Attention to Detail

Consistently spot errors or inconsistencies, securing trustworthiness in financial reporting processes.

👥 Collaboration

Teamwork efforts reinforce a constructive atmosphere, with colleagues enjoying shared achievements.

💬 Communication

Effectively communicate complex ideas clearly, resulting in greater understanding among audiences.

🕒 Time Management

Ability to prioritize multiple tasks ensures that both personal and team deadlines are met consistently.

SKILLS

Financial Analysis Fund Accounting

Microsoft Office Data Verification

Problem Solving

Time Management

Cash Management

Transaction Entries

Expense Tracking

Valuation Inquiries

Accounting Standards

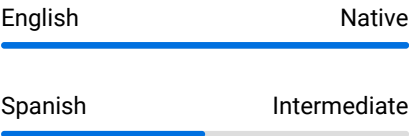
Process Improvement

Risk Mitigation

Reporting Accuracy

Investment Valuation

LANGUAGES



MY CAREER



- Fund Accounting Intern at University Project (2 Months)
- Financial Analysis Assistant at University Project (4 Months)

Supported various academic projects focused on financial analysis, cultivating essential skills through real-world simulations and team collaborations. Gained exposure to financial software while working alongside peers to analyze investment data effectively.

- Conducted thorough data verification processes, contributing to accurate reporting across project deliverables.
- Enhanced problem-solving techniques by collaborating with classmates to reconcile discrepancies in financial datasets.
- Presented findings and insights clearly during class projects, actively promoting discussions on financial trends.
- Engaged in initiatives geared towards streamlining workflows, showcasing proactivity in driving process enhancements.
- Identified opportunities for improvement after conducting comprehensive financial analyses, benefitting group outcomes.
- Participated in round-table discussions focused on market analysis, offering applicable perspectives based on research.

LEADERSHIP & AWARDS

- Dean's List, University of Massachusetts Amherst, Fall 2024 and Spring 2025
- Winner, UMass Finance Case Competition, 2025

CERTIFICATIONS

- Microsoft Office Specialist Certification 2025
- Fundamentals of Finance Certificate 2025

PROFESSIONAL AFFILIATIONS

- Member, Finance Club, University of Massachusetts Amherst
- Volunteer, Financial Literacy Program, local community center

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST