

James Benitez

Entry-Level Project Accountant

📞 (804) 555-1234 ✉️ james.benitez@example.com 🔗 linkedin.com/in/jamesbenitez 📍 Richmond, VA 23220



STRENGTHS

- 👁️ **Detail-Oriented**
Cultivated a keen eye for detail while preparing intricate financial reports, significantly reducing errors in submission records.
- 🗣️ **Proficient Communicator**
Effectively conveyed complex financial information through presentations, driving clarity among peers and supervisors alike.
- 👥 **Team Collaborator**
Nurtured collaborative relationships within student groups, fostering supportive environments that bolstered individual contributions.
- 🔍 **Analytical Thinker**
Applied critical thinking skills to assess financial discrepancies, leading to precise adjustments and enhanced accountability.
- 🔄 **Adaptability**
Adjusted quickly to changing project requirements during hackathons, allowing fast-paced progress and timely outputs.

SKILLS

Financial Analysis Budgeting
Compliance Microsoft Office
QuickBooks Cost Control
Project Accounting Audit Support
Data Reconciliation
Team Coordination
Problem Solving Strategic Insights
Documentation Management

SUMMARY

Recent graduate with a Bachelor's Degree in Accounting, specializing in financial operations and compliance within federal frameworks. Demonstrates strong understanding of accounting principles alongside practical experience gained through academic projects and internships. Proven ability to track budgets, prepare financial reports, and ensure compliance with regulatory standards. Adept at utilizing Microsoft Office Suite and familiar with QuickBooks, aiming to contribute effectively to financial management teams. A collaborative approach ensures valuable partnerships with project managers for real-time financial insights. Thrives in dynamic environments while maintaining adherence to quality and accuracy.

EDUCATION

Bachelor's Degree in Accounting

Virginia Commonwealth University 🎓 GPA: 3.8 📅 2026 📍 Richmond, VA

Coursework: Financial Reporting, Tax Compliance, Budgeting, Auditing

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Microsoft Excel, Sage 50
- **Office Applications:** Word, PowerPoint, SharePoint
- **Project Management Tools:** Trello, Asana, JIRA
- **Reporting Tools:** Tableau, Crystal Reports, SQL
- **Tax Compliance Standards:** FAR, CAS, DCAA
- **Research Methodologies:** Qualitative, Quantitative, Case Studies
- **Analysis Techniques:** SWOT, PESTLE, Variance Analysis
- **Data Management Systems:** MySQL, Oracle, MongoDB
- **Financial Regulations:** GAAP, IFRS, Sarbanes-Oxley
- **Collaboration Tools:** Microsoft Teams, Zoom, Slack

EXPERIENCE

Financial Analysis Developer

University Project 📅 January 2025 - May 2026 📍 Richmond, VA

This role involved developing an innovative budget tracking system designed to support federal programs. Collaboration with peers provided a practical environment to apply theoretical concepts. Engaged in delivering thorough financial reports while ensuring compliance with DCAA and FAR guidelines.

- Developed a comprehensive budget tracking system for a simulated federal program, ensuring compliance with DCAA and FAR.
- Conducted financial analysis comparing actuals and forecasts, presenting findings to academic supervisors that led to actionable insights.
- Collaborated with peers to prepare detailed financial reports recognized as the 'Best Project' in class.
- Utilized Microsoft Excel to create models improving cost allocation accuracy.
- Presented compelling project outcomes formally and received commendations from faculty.
- Engaged in constructive peer reviews enhancing overall project execution.

Accounting System Developer

Hackathon Project 📅 September 2025 📍 Richmond, VA

Forecasting Government Contracts
Regulatory Adherence

LANGUAGES



MY CAREER



- Financial Analysis Developer at University Project (1.3 Years)
- Finance Intern at Internship (2 Months)

This competitive environment challenged participants to develop a prototype accounting software tailored for small businesses. Emphasis on user needs facilitated productive collaboration and solutions.

- Designed a user-friendly prototype accounting software enabling efficient expense tracking and invoice generation.
- Implemented real-time feedback mechanisms during development phases to enhance product usability.
- Worked effectively in teams to troubleshoot and refine design interfaces making accessibility a priority.
- Presented innovative solutions to industry experts, gaining recognition for practicality and forward-thinking.
- Adapted user feedback pre-launch, improving system functionality significantly.
- Documented each phase meticulously resulting in a comprehensive report for stakeholders.

Finance Intern

Internship 📅 June 2025 - August 2025 📍 Richmond, VA

Gained real-world exposure by assisting in various financial operations relevant to state contracts. This immersive role built foundational knowledge necessary for future career pursuits.

- Assisted in organizing financial reports and compliance documentation for governmental contracts, supporting thorough audits.
- Engaged proactively with team members ensuring accurate cost reporting and allocations.
- Initiated efforts in QuickBooks for transaction entries and account reconciliations.
- Collaborated closely with senior accountants reviewing travel reports, aligning them with federal regulations.
- Learned essential interfacing skills with government payment systems, expanding operational competence.
- Refined documentation strategies, contributing to audit-readiness and compliance assurance.

LEADERSHIP & AWARDS

- Best Financial Project Award, VCU, 2026
- Dean's List, Virginia Commonwealth University, 2024-2026

CERTIFICATIONS

- Microsoft Excel Certification 📅 2026
- QuickBooks Certified User 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, VCU
- Volunteer, Financial Literacy Program for Students

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST