

Adrian Bishop

Property Accountant

📞 (215) 555-0123 ✉️ adrian.bishop@example.com

🌐 linkedin.com/in/adrian-bishop 📍 Philadelphia, PA 19103

STRENGTHS

- 📊 **Analytical Mindset**
Driven by strong analytical capabilities which supported successful financial modeling during key projects.
- 🗣️ **Effective Communication**
Transmitted complex concepts clearly, fostering collaboration and excellent relations within diverse teams.
- 🔍 **Detail-Oriented Approach**
Consistently delivered accurate work by focusing on key details, ensuring excellence in all financial tasks.
- 👥 **Team Collaboration**
Excelled in team environments, collectively overcoming challenges thereby enhancing project outcomes.
- 💡 **Problem Solving Skills**
Approached issues creatively, generating solutions that addressed discrepancies and optimized procedures.

SKILLS

<u>Financial Analysis</u>	<u>Microsoft Excel</u>
<u>Accounting Principles</u>	
<u>Data Reconciliation</u>	
<u>Report Preparation</u>	
<u>Team Collaboration</u>	<u>Budgeting</u>
<u>Customer Service</u>	<u>Problem Solving</u>
<u>Communication Skills</u>	
<u>Detail Orientation</u>	
<u>Bank Reconciliation</u>	
<u>Expense Tracking</u>	<u>Simulations</u>
<u>Presentations</u>	<u>Trend Analysis</u>

SUMMARY

Recent graduate with a Bachelor's degree in Accounting, equipped with practical experience through academic projects and internships in real estate. Developed foundational skills in financial reporting, analysis, and reconciliation, while ensuring accuracy throughout various accounting processes. Proven communicator, capable of building relationships with diverse teams and stakeholders. Strong dedication to delivering outstanding customer service and pursuing continuous professional growth within the accounting sector.

EDUCATION

Bachelor of Science in Accounting

University of Pennsylvania 🎓 GPA: 3.7 📅 2026 📍 Philadelphia, PA

Coursework: Financial Reporting, Management Accounting, Auditing, Taxation

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Sage, FreshBooks
- **Spreadsheets:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **Reporting Standards:** GAAP, IFRS, FASB
- **Data Analysis Tools:** Power BI, Tableau, R
- **Project Management Tools:** Trello, Asana, JIRA
- **Presentation Software:** Microsoft PowerPoint, Prezi, Google Slides
- **Collaboration Platforms:** Slack, Teams, Zoom
- **Survey Design Tools:** Qualtrics, SurveyMonkey, Google Forms
- **Statistical Software:** SPSS, SAS, MATLAB
- **Document Processing Tools:** Microsoft Word, Google Docs, PDF Editor

EXPERIENCE

Accounting Intern

University Project 📅 January 2026 – May 2026 📍 Remote

Worked as an intern focusing on financial analysis for a simulated development project. Responsible for creating reports on income and expense forecasts. Collaborated closely with peers to assure precise transaction coding and adherence to budgeting principles.

- Conducted financial analysis, preparing detailed reports on projected revenue and expenses involved in property management.
- Engaged in bank account reconciliations, recognizing discrepancies and proposing effective resolutions.
- Collaborated with team members to ensure consistent messaging and integrity in financial reporting processes.
- Utilized Microsoft Excel for modeling various financial scenarios, improving analytical capability.
- Developed engaging presentations communicating findings and insights to faculty effectively.
- Participated actively in discussions with industry professionals, enhancing understanding of real-world accounting.

Research Assistant

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

Assisted in research concerning financial behaviors in retail management. Focused on the application of accounting practices among local businesses, enabling enhanced comprehension of operational effectiveness.

- Supported data analysis to uncover trends in income and expense patterns linked to local retailers.

LANGUAGES

English Native

MY CAREER



- Accounting Intern at University Project (4 Months)
- Research Assistant at Academic Research (3 Months)
- Financial Analyst at Capstone Project (4 Months)

- Contributed significantly to a comprehensive literature review addressing accounting standards and market impacts.
- Prepared presentations displaying findings for academic conferences, allowing exchange of ideas with faculty and students.
- Collaborated on survey design aimed at evaluating financial literacy within retail environments.
- Cultivated excellent attention to detail through diligent data entry and financial reporting efforts.
- Assisted in preparing studies that demonstrated the implications of fiscal practices on business health.

Financial Analyst

Capstone Project 📅 January 2025 – May 2025 📍 Philadelphia, PA

Led the analysis of financial statements from local real estate firms, producing insights on overall profitability, cash flow dynamics, and risk management strategies. Worked collaboratively with a group to achieve shared objectives.

- Developed insightful reports reflecting budget variances, advising on corrective measures where necessary.
- Gained valuable experience thoroughly analyzing profit motives linking back to market behavior.
- Drove improvements through engagement in peer reviews, lifting quality across group deliverables.
- Enhanced presentation skills by succinctly delivering project outcomes to faculty experts and fellow researchers.
- Facilitated teamwork by embracing connectivity amidst diverse group participants; reaching collective success, and establishing rapport.
- Created financial models aiding student committees in relation to major investment decisions.

LEADERSHIP & AWARDS

- Dean's List, University of Pennsylvania - 2025
- Academic Excellence Scholarship - 2023

CERTIFICATIONS

- Microsoft Office Specialist Certification 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society - University of Pennsylvania
- Volunteer, Financial Literacy Program - Local Community Center

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST