

Emilio Nguyen

Fund Accountant

☎ (413) 555-1234

✉ emilio.nguyen@email.com

🌐 linkedin.com/in/emilionguyen

📍 Springfield, MA 01103

STRENGTHS

- 💡 **Analytical Thinking**
Consistently identified inaccuracies in reports, winning trust from team members as their go-to resource for problem solving.
- 👥 **Team Collaboration**
Built strong bonds within the group, turning chaotic project phases into smooth collaborations by keeping everyone aligned.
- 💬 **Effective Communication**
Refined my ability to convey complex ideas, making presentations that resonated well with both peers and professors alike.
- 🕒 **Time Management**
Juggled competing priorities during projects, fostering a balanced approach that helped maintain clear focus on deliverables.
- 🔍 **Attention to Detail**
Ensured all aspects of transaction processing were thorough and executed accurately, earning praise from supervisors and mentors.

SKILLS

Fund Accounting

Microsoft Office Suite

Financial Analysis Problem Solving

Time Management

Team Collaboration

Transaction Processing

Data Verification

Reporting Standards Compliance

Analytical Skills Attention to Detail

Professional Writing

Communication

SUMMARY

Detail-oriented finance professional with a BA in Accounting, equipped with hands-on experience in fund accounting through academic projects. Proficient in using Microsoft Office suite to streamline processes and effectively manage multiple tasks. Demonstrated expertise in identifying and resolving accounting discrepancies, ensuring timely deliverables and compliance with industry standards. Committed to maintaining high-quality standards in financial reporting and analysis while collaborating closely with cross-functional teams. Eager to contribute skills and proactive problem-solving capabilities to enhance accounting operations within the organization.

EDUCATION

Bachelor's Degree in Accounting

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

Coursework: Financial Reporting, Budgeting, Fund Accounting, Compliance Standards

TECHNICAL SKILLS

- **Fund Accounting Software:** QuickBooks, SAP, Oracle
- **Data Analysis Tools:** Excel, R, SQL
- **Reporting Software:** Crystal Reports, Tableau, QlikView
- **Microsoft Office:** Word, Excel, PowerPoint
- **Compliance Frameworks:** GAAP, IFRS, PCAOB
- **Project Management Tools:** Trello, Asana, Microsoft Project
- **Research Methodology Tools:** SPSS, Stata, MATLAB
- **Communication Platforms:** Slack, Teams, Zoom
- **Statistical Analysis Tools:** SAS, SPSS, Python
- **Cloud Storage Services:** Google Drive, OneDrive, Dropbox

EXPERIENCE

Fund Accounting Analyst

University Project 📅 September 2025 – May 2026 📍 Amherst, MA

Supported fund accounting functions by analyzing investment portfolios in detail, emphasizing net asset value execution within an academic project setting. Engaged in proper documentation of transactions which adhered to department expectations for quality. Provided insights on data consistency and accuracy under simulated operational pressures.

- Conducted comprehensive analysis of investment portfolios for class project, focusing on net asset value execution.
- Utilized advanced fund accounting software to execute transactions and track capital stock and expenses.
- Verified information accuracy and managed a high volume of transactions in a simulated environment.
- Collaborated with team members to meet project deadlines while maintaining quality standards.
- Engaged in management reporting activities, contributing insights on cash breaks and past due accounts.
- Developed problem-solving techniques to identify and resolve discrepancies in accounting data.

Accounting Research Assistant

University Research Lab 📅 September 2024 – May 2025 📍 Amherst, MA

Assisted faculty in conducting research on financial compliance and reporting standards within fund management scenarios, helping sharpen analytical skills. Developed communication abilities by presenting findings to diverse audiences across varied formats throughout the learning experience.

- Assisted in research focused on financial compliance and reporting standards in fund management.

Research Methodologies

Financial Compliance

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Fund Accounting Analyst at University Project (8 Months)
- Accounting Research Assistant at University Research Lab (8 Months)

- Analyzed data to support findings and presented results to faculty and peers in a structured format.
- Supported the documentation of research methodologies and outcomes for publication.
- Enhanced understanding of the impact of financial operations on business performance.
- Developed skills in effective communication and professional writing through documentation processes.
- Collaborated with faculty on improving research efficiency and data accuracy.

LEADERSHIP & AWARDS

- Dean's List, University of Massachusetts (2025)
- Best Project Award, Accounting Capstone (2026)

CERTIFICATIONS

- Microsoft Office Specialist Certification 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, University of Massachusetts (2024-2026)
- Volunteer Tutor, Peer Mentoring Program (2025)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST