

Kyrie Wang

☎ (312) 555-1234

✉ kyrie.wang@example.com

🌐 linkedin.com/in/kyriewang

📍 Chicago, IL 60616

SUMMARY

Driven accountant with over a year of experience in financial statement preparation and budget management within healthcare settings. Specializes in Excel for data analysis, enabling accurate reconciliation and reporting. Excellent communication skills facilitate collaboration with teams and management, enhancing overall operational effectiveness. Dedicated to maintaining compliance with SFAS guidelines while contributing effectively to financial projects. Actively engaged in the continuous improvement of accounting processes, ensuring transparency and accuracy in all financial documentation. Eager to support organizational success through detailed analysis and diligent follow-ups.

EXPERIENCE

Junior Accountant

June 2025 - Present

Health Plus Accounting

Chicago, IL

As Junior Accountant, contributed to financial operations by preparing statements and departmental budgets efficiently. Collaborated with team members to ensure regulatory compliance and oversee financial trends. Supported financial decision-making through in-depth analysis and error identification.

- Assisted in preparing accurate departmental financial statements, increasing accountability among staff.
- Monitored financial data closely, maintained records that facilitated streamlined monthly reporting.
- Analyzed and reconciled discrepancies, providing clear insights that benefited manager-level decisions.
- Developed asset and capital account entries which enhanced internal documentation review processes.
- Worked hand-in-hand with internal teams during annual budgeting, influencing improved strategic financial planning.
- Ensured adherence to internal controls while documenting financial transactions appropriately.

Accounting Intern

June 2024 - May 2025

Clearview Medical Center

Chicago, IL

Internship included assisting experienced accountants in generating reports as part of departmental audits. Focused on enhancing skillsets related to balance sheet accounts and compliance audits.

- Supported senior accountants in compiling timely departmental financial reports, fostering quick budget submissions.
- Conducted analysis and reconciliations of balance sheet accounts leading to improved entry accuracy.
- Gathered necessary documents for audit preparations, ensuring compliance with internal policies throughout.
- Executed financial transaction entries meticulously, boosting efficiencies in daily accounting tasks.
- Answered procedural questions from staff by conducting thorough research on applicable accounting principles.
- Processed payments alongside the accounts payable team, verifying appropriate documentation standards were met.

LEADERSHIP & AWARDS

- Dean's List, University of Illinois, 2025

EDUCATION

Bachelor's Degree in Accounting

2026

University of Illinois GPA: 3.8

Champaign, IL

Coursework: Financial Reporting, Budget Management, Data Analysis, Accounting Principles

CERTIFICATIONS

- Excel Certification 📅 2026
- CPA Candidate 📅 2026

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, SAP, Oracle
- **Financial Reporting Tools:** Microsoft Excel, Tableau, SAP BPC
- **Data Analysis Techniques:** Regression Analysis, Trend Analysis, Variance Analysis
- **Budgeting Methodologies:** Zero-Based Budgeting, Activity-Based Budgeting, Flexible Budgeting
- **Auditing Standards:** International Auditing Standard, Generally Accepted Audit Standards, Internal Auditing standard
- **Account Reconciliation Processes:** Direct vs. Indirect Reconciliation, Items in Transit, Outstanding Checks
- **Spreadsheet Applications:** Microsoft Excel, Google Sheets, Smartsheet
- **Compliance Regulations:** FASB Standards, SEC Regulations, SOX Compliance

- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Document Management Systems:** DocuSign, SharePoint, M-Files

SKILLS

- Financial Reporting
- Budgeting
- Data Analysis
- Excel
- SFAS Guidelines
- Communication
- Team Collaboration
- Reconciliation
- Audit Preparation
- Financial Transactions
- Compliance Audits
- Spreadsheets
- Asset Entries
- Regulatory Standards
- Verbal Communication
- Interpersonal Skills

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, University of Illinois
- Volunteer, Community Financial Literacy Program

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST