

STRENGTHS

-  **Attention to Detail**
Strong focus on accuracy enables swift identification of discrepancies, improving overall record reliability.
-  **Analytical Problem Solver**
Proficient in analyzing complex data sets, resulting in meaningful insights essential for informed decision-making.
-  **Team Collaboration**
Easily building rapport with teams promotes seamless information exchange and supports collective goals.
-  **Effective Communicator**
Ability to convey intricate concepts clearly facilitates better understanding among all stakeholders involved.
-  **Adaptability**
Capability to adjust strategies swiftly in response to changes maximizes productive outcomes in dynamic environments.

SKILLS

- General Accounting
- Financial Reporting
- Data Reconciliation
- Accounts Payable
- Accounts Receivable
- MIP Accounting Software
- Microsoft Excel
- Communication Skills
- Audit Preparation
- Bank Reconciliation
- Financial Statements
- Team Collaboration
- Document Organization

SUMMARY

Enthusiastic Junior Accountant with two years in financial management at non-profit organizations. Expertise includes maintaining financial records, verifying transactions, and generating reports for accurate tracking of organizational assets and liabilities. Developed a knack for utilizing accounting software like MIP effectively to enhance productivity while ensuring compliance with regulations. Collaborated closely with multi-disciplinary teams to foster clear communication and transparency, supporting both operational efficiency and fiscal accountability. Ready to contribute to a mission-driven organization focused on positive community impact and financial accessibility.

EXPERIENCE

Junior Accountant

Community Support Services  June 2024 - Present  Chicago, IL

Oversees financial activities within a non-profit framework, focusing on compliance and accuracy in records management. Demonstrates strategic input during monthly and annual reporting cycles and fosters collaborative teamwork.

- Maintained comprehensive financial records covering all assets, liabilities, and profit/loss areas, ensuring adherence to applicable standards.
- Verified daily cash transactions through meticulous reconciliations, guaranteeing financial integrity across all operations.
- Entered and processed journal entries in the MIP accounting system, optimizing both accounts receivable and payable results.
- Assisted with month-end and year-end closing procedures, streamlining report preparation for stakeholder reviews.
- Collaborated with teams to prepare documentation necessary for audits, enhancing organizational transparency and trust.
- Utilized advanced features of Microsoft Excel and accounting software to improve reporting processes and operational efficiencies.

Accounting Intern

Helping Hands Non-Profit  January 2024 - May 2024  Chicago, IL

Provided critical support in various accounting functions, chiefly financial record maintenance, bank reconciliation, and statements preparation, contributing positively to the overall operational health of the organization.

- Supported the accounting department by creating and updating designated financial records, fostering accuracy in reporting outputs.
- Charged with bank account reconciliations and validating cash transactions daily, leading to minimized errors overall.
- Contributed significantly to the preparation of grant billing reports that met stringent deadline requirements.
- Played an essential role in month-end close, facilitating timely reporting for analysis.
- Ensured organized financial recordkeeping accessible for auditing phases, aiding staff efficiency.
- Engaged with college project teams actively working on financial literacy initiatives, establishing strong audience connections.

LEADERSHIP & AWARDS

- Dean's List, Springfield Community College (2024)
- Outstanding Contributor Award, Helping Hands Non-Profit (2024)

EDUCATION

Associate Degree in Business Administration

Springfield Community College  GPA: 3.5  2026  Springfield, IL

Coursework: Accounting Principles, Financial Management, Tax Accounting, Business Ethics

Cash Management

Report Generation

Problem Solving

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Junior Accountant at Community Support Services (2.1 Years)
- Accounting Intern at Helping Hands Non-Profit (4 Months)

CERTIFICATIONS

- Certified Bookkeeper 📅 2026
- Fundamentals of Accounting Certificate 📅 2026

TECHNICAL SKILLS

- **Accounting Software:** MIP, QuickBooks, Xero
- **Spreadsheet Tools:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **Financial Frameworks:** GAAP, IFRS, CMA Standards
- **Taxation Tools:** TurboTax, H&R Block Software, ProSeries
- **Reporting Systems:** Custom Reporting Features, Dashboards, Data Analysis Tools
- **Communication Platforms:** Zoom, Slack, Microsoft Teams
- **Auditing Procedures:** Internal Audits, Compliance Checks, External Audits
- **Document Management:** DocuSign, Adobe Acrobat, FileMaker
- **Collaborative Tools:** Asana, Trello, SharePoint
- **Banking Software:** Online Banking Portals, Cashflow Manager Apps, Finance Trackers

PROFESSIONAL AFFILIATIONS

- Treasurer, Student Accounting Society, Springfield Community College (2025)
- Volunteer, Financial Literacy Program, Helping Hands Non-Profit (2024)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST