

Vera Hansen

☎ (520) 555-1234 ✉ vera.hansen@email.com 💼 linkedin.com/in/vera-hansen 📍 Tucson, AZ 85701

SUMMARY

Dynamic accounting professional with five years' experience in revenue analysis and financial processes. Proven skills in managing discrepancies, conducting thorough audits, and ensuring timely data entry aligned with compliance standards. Expertise encompasses project oversight from inception through execution, frequently collaborating cross-functionally to achieve organizational targets. Committed to delivering operational efficiencies while fostering partnerships grounded in clarity and trust. Eager to contribute my background in finance and passion at Global Aviation Group, ensuring streamlined operations and high accuracy across all transactions.

EXPERIENCE

Revenue Accountant

June 2021 - Present

Skyline Airlines

Phoenix, AZ

Responsible for driving financial accuracy within the revenue accounting sector by identifying and resolving discrepancies. Collaborates effectively with external stakeholders to enhance operational workflows. Takes charge of preparing month-end closing statistics, ensuring alignment with strategic business goals while producing high-quality reports.

- Conducted audits on accounting data, achieving a reduction in discrepancies and enhancing overall financial transparency.
- Processed check requests and journal vouchers promptly, establishing efficient financial operations which improved cash flow management.
- Engaged with external partners to resolve accounting discrepancies, strengthening relationships that supported business objectives.
- Managed meticulous data entry tasks that ensured accurate financial reporting and compliance with accounting standards.
- Edited refund requests expediently, resulting in improved turnaround times and customer satisfaction.
- Prepared analytical reports for month-end closures, contributing valuable insights that informed departmental strategies.

Junior Accountant

March 2019 - May 2021

AeroFinance Solutions

Mesa, AZ

Supported accounting team in the execution of foundational accounting functions, facilitating seamless audits and development of comprehensive financial statements. Fostered collaborative efforts within multidisciplinary teams to uphold operational excellence during month-end processes.

- Assisted with basic accounting procedures, including detailed examinations of financial statements to ensure regulatory compliance.
- Collaborated with team members to edit and audit claims for refunds, applying company policy rigorously and reducing processing errors.
- Maintained accuracy in data entry, aligning submissions with rigorous timelines set for monthly reconciliations.
- Resolved data inconsistencies effectively, nurturing open communication channels with external clients and stakeholders.
- Participated in efficiency-enhancing projects, providing input that refined existing processes and improved productivity.
- Acquired advanced Microsoft Excel skills, significantly improving reporting capacity and data handling.

LEADERSHIP & AWARDS

- Employee of the Month recognition at Skyline Airlines for outstanding contributions in revenue accountability.
- Achieved top performer status in auditing practices based on consistently maintaining high accuracy and compliance.

EDUCATION

Bachelor's Degree in Accounting

2026

University of Arizona GPA: 3.5

Tucson, AZ

Coursework: Financial Reporting, Data Analysis, Auditing Techniques, Accounting Principles

CERTIFICATIONS

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

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Sage, Xero
- **Data Visualization Tools:** Tableau, Microsoft Power BI, Google Data Studio
- **Microsoft Office Suite:** Excel, Word, Outlook
- **Financial Analytics:** Bloomberg Terminal, SAS, SPSS
- **Project Management Tools:** Trello, Asana, JIRA

- **Tax Software:** TurboTax, H&R Block Software, TaxSlayer
- **Database Management:** MySQL, Access, Oracle SQL
- **Cloud Computing:** AWS, Google Cloud Platform, Microsoft Azure
- **Government Regulations:** GAAP, IFRS, SEC Standards
- **Customer Relationship Management:** Salesforce, HubSpot, Zoho CRM

SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- General Accounting Principles
- Data Analysis
- Financial Reporting
- Auditing
- Problem Solving
- Account Reconciliation
- Time Management
- Process Improvement
- Compliance Standards
- Team Collaboration
- Communication Skills
- Critical Thinking
- Financial Statement Preparation

PROFESSIONAL AFFILIATIONS

- Member of the American Institute of CPAs, engaging in continuous professional enhancement within the accounting field.
- Active participant in community outreach programs focused on promoting financial literacy among young adults.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST