

STRENGTHS

-  **Analytical Problem Solver**
Skilled in breaking down complex problems and identifying actionable solutions through critical thinking and analysis.
-  **Effective Communicator**
Cultivated communication skills that have empowered cross-departmental collaboration and establishing understanding among stakeholders.
-  **Organizational Skills**
Demonstrated strength in prioritizing work meticulously, ensuring all deadlines are met consistently without compromising accuracy.
-  **Team Collaboration**
Forged solid partnerships within teams, becoming a reliable resource during challenges and steering toward collective goals.
-  **Regulatory Compliance**
Proficient in navigating accounting standards and compliance regulations to maintain organizational integrity under audits.

SKILLS

- Financial Reporting
- Regulatory Compliance
- Microsoft Excel
- Fund Administration Data Analysis
- Problem Solving Critical Thinking
- Time Management
- Account Reconciliation Auditing
- Stakeholder Engagement
- Financial Analysis Taxation
- Cost Accounting
- Risk Management

SUMMARY

Detail-oriented accounting professional with a Bachelor's degree in Finance from the University of Kentucky and hands-on experience in financial reporting and fund administration. Proven expertise in maintaining accurate financial records, performing reconciliations, and ensuring compliance with regulatory requirements. Collaborated effectively with diverse stakeholders to enhance operational efficiency and financial integrity. Developed strong analytical and problem-solving abilities through practical work experiences. Eager to contribute skills and insights at HealthFirst Accounting to drive excellence in fund management and reporting.

EXPERIENCE

Trust Fund Accountant

Acme Financial Services  June 2024 - Present  Lexington, KY

- Managing financial records for multiple employee benefit funds while developing processes to ensure compliance with required standards. Cultivated effective relationships with fund trustees and third-party auditors, reinforcing cooperation towards achieving financial precision.
- Maintained general ledger and accounting records for numerous employee benefit funds, ensuring accuracy across all accounts.
 - Prepared comprehensive monthly and annual financial statements alongside supporting documentation for audits.
 - Collaborated with fund trustees and external administrators to address discrepancies in contributions efficiently.
 - Executed bank reconciliations and thorough account analyses, leading to effective fund management decisions.
 - Assisted in preparing Form 5500 and sustainable compliance documentation necessary for regulatory examinations.
 - Analyzed account fluctuations and variances, suggesting actionable insights for improved financial reporting.

Junior Accountant

Beta Trust Solutions  May 2022 - May 2024  Lexington, KY

- Supported various client accounts by assisting in the preparation and delivery of compliant financial reports. Strengthened collaborative ties within team to optimize results and streamline communication.
- Contributed to timely generation of financial analyses and reports for an array of client profiles, ensuring adherence to deadlines.
 - Assisted in managing detailed accounting records related to trust fund functions, promoting accuracy and transparency.
 - Investigated and resolved accounting inconsistencies proficiently, enhancing workflows through team collaboration.
 - Developed advanced Excel skills for intricate data modeling, which bolstered overall reporting timeliness.
 - Played an active role in month-end reconciliation tasks, supporting seamless annual audit phases with minimal complications.
 - Oversaw cash balance monitoring and liquidity needs to affirm fund performance metrics.

LEADERSHIP & AWARDS

- Dean's List, University of Kentucky, 2024, 2025
- Finance Student of the Year, 2026

EDUCATION

Bachelor's Degree in Finance

University of Kentucky  GPA: 4.0  2026  Lexington, KY

Coursework: Financial Analysis, Cost Accounting, Taxation, Investment Principles

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Trust Fund Accountant at Acme Financial Services (2.2 Years)
- Junior Accountant at Beta Trust Solutions (2 Years)

CERTIFICATIONS

- Microsoft Excel Certification 📅 2025
- Certified Management Accountant (CMA) 📅 2027

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, SAP, Oracle
- **Financial Analytic Tools:** Excel, Tableau, SPSS
- **Compliance Tools:** BNA, IRS Portal, ERISA
- **Data Visualization Platforms:** Power BI, Google Data Studio, R
- **Reporting Standards:** GAAP, IFRS, DOL Regulations
- **Bank Reconciliation Methodologies:** Direct Comparison, Interval Analysis, Aging Analysis
- **Audit Coordination Tools:** Auditboard, CA-SO, Prism
- **Financial Planning Tools:** Mint, Kaplan-Northeastern, Adaptive Insights
- **Statistical Analysis Tools:** SAS, Stata, MATLAB
- **Cash Management Systems:** Kyriba, cash\$ync, Treasury Xpress

PROFESSIONAL AFFILIATIONS

- Member, Finance Club, University of Kentucky
- Treasurer, Student Government Association, 2025

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST