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| A person looking to the right | |  | Jordan  Ellis |
| Certified Public Accountant |
| contact 123-456-7891  [jordanellis@email.com](mailto:jordanellis@email.com)  www.personal-website.com  LANGUAGES  English  Spanish  SKILLS  Financial Analysis  Accounting Software Mastery  Organizational Ability  Time Management  Regulatory Compliance  Certifications  Certified Public Accountant (CPA)  Accredited Financial Analyst (AFA) |  |  | Profile Dedicated CPA with a potent blend of practical experience and theoretical knowledge in tax and personal accounting. Offers a rich background in financial analysis, leveraging accounting software to streamline operations and enhance financial decision-making processes in dynamic business environments.  EDUCATION HISTORY Bachelor of Business Administration in AccountingCloverfield College | Jan 20XX - June 20XX Graduated with honors, earning recognition for academic excellence in accounting.  WORK EXPERIENCE Certified Public Accountant - Gilmore Financial **New Orleans, LA | Jul 20XX - Mar 20XX**   * Engaged in comprehensive financial planning and forecasting, aligning strategies with client objectives for sustainable growth. * Expertly managed tax calculations, preparations, and submissions, ensuring full compliance with regulatory standards.  Junior Accountant - Harrison Money ManagementNew Orleans, LA | Aug 20XX - Dec 20XX  * Facilitated the precise preparation of annual tax returns, contributing to client satisfaction and loyalty. * Collaborated proactively in annual audits, optimizing processes for enhanced accuracy and efficiency in financial validations. |