Jordan Ellis

456 East 78th Ave | Seattle, WA | 123.456.7891 | jordanellis@email.com

# OBJECTIVE

Meticulous CPA bringing over three years of comprehensive experience in tax and personal accounting. Eager to contribute expertise in accounting software, financial analysis, and strategic planning to XYZ Company. Committed to optimizing accounting operations, enhancing financial reporting, and facilitating successful audit processes to drive business success.

# EXPERIENCE

## Certified Public Accountant

### Olson Harris Ltd. | Seattle, WA Feb 20XX – Jan 20XX

• Consult and advise clients on diverse accounting requirements and financial strategies.

• Calculate, prepare, and file taxes for various clients during tax seasons, ensuring compliance and accuracy.

• Oversee and manage accounts payable and receivable.

• Develop detailed financial planning forecasts to facilitate business decision-making.

## Junior Accountant

### Harrison Money Management | New Orleans, LA Jul 20XX – Jun 20XX

• Prepared comprehensive annual tax returns, ensuring thoroughness and accuracy.

• Actively participated in annual audits, collaborating with team members for streamlined operations.

• Compiled and updated financial reports monthly, maintaining high levels of accuracy and timeliness.

# EDUCATION

## Bachelor of Business Administration in Accounting

### Glennwood University | Redmond, WA Jun 20XX

Coursework in Financial Accounting, Taxation, Auditing, Cost Accounting, and Business Law. Awarded the Academic Excellence in Accounting Award for outstanding performance in the field.

# Certifications

Certified Public Accountant (CPA), Accredited Financial Analyst (AFA)

# Skills

Financial Analysis, Accounting Software Proficiency, Time Management, Organizational Ability, Budgeting