



Olivia Taylor

ACCOUNTING GRADUATE

(206) 555-1234

oliviataaylor@email.com

Seattle, WA

LANGUAGES

- English: Native
- Spanish: Conversational (written and spoken)

PROFESSIONAL SUMMARY

Recent accounting graduate with a strong foundation in financial reporting, auditing, and data analysis. Skilled in using accounting software and financial modeling. Demonstrated analytical skills and attention to detail through internships and academic projects. Eager to contribute to a dynamic accounting team in an entry-level role.

EDUCATION

★ Bachelor of Science in Accounting

University of Washington – Seattle, WA

Graduated: May 2024

- GPA: 3.7
- Relevant Coursework: Financial Accounting, Cost Accounting, Auditing, Corporate Finance

EXPERIENCE

★ June 2023 - August 2023

Intern - Corporate Accounting

Microsoft Corporation / Redmond, WA

- Assisted in preparing monthly financial statements and budget reconciliations, maintaining a 99% accuracy rate.
- Supported senior accountants in auditing processes, improving efficiency by 10% by streamlining documentation.
- Utilized Excel to manage and analyze data for quarterly reports, reducing reporting time by 15%.

★ September - May 2021

Accounting Assistant

Seattle Humane Society / Seattle, WA

- Reconciled accounts payable and receivable to ensure accurate monthly financial records.
- Managed donor contributions and recorded transactions, maintaining database accuracy for over 500 entries.