
 (646) 555-9876

 linda.chen@gmail.com

 New York, NY

## EDUCATION

### Bachelor of Science in Accounting

New York University, Graduated: May 2025

- Relevant coursework: Financial, Managerial, Cost Accounting, Taxation

### Certifications

- Certified Management Accountant (CMA) - Part 1**, Institute of Management Accountants, December 2024
- QuickBooks Certified User**, Intuit, November 2023

### Professional Development

- Online Advanced Accounting and Finance course.

## SKILLS

- Financial reporting and analysis
- Account reconciliation
- Budget forecasting analysis
- Tax preparation and compliance
- Accounting software
- Strong communication
- Microsoft Office Suite

## AWARDS

- Recognized by management for outstanding performance in monthly reconciliation tasks, improving accuracy by 20%.

# LINDA CHEN

## JUNIOR FINANCIAL ANALYST

## PROFESSIONAL SUMMARY

Results-driven Junior Financial Analyst with a solid foundation in accounting and analysis. Over 1 year of experience in preparing financial reports, reconciling accounts, and conducting variance analysis. Strong knowledge of accounting principles, financial reporting, and business forecasting.

## EXPERIENCE

- August 2025 - Now

### Junior Financial Analyst

Global Accounting Solutions / New York, NY

- Prepare monthly financial reports for clients, focusing on income, balance sheets, and cash flow statements.
- Reconcile financial discrepancies and assist in monthly close processes to ensure accuracy and compliance.
- Collaborate with the accounting team to analyze budget variances and implement corrective actions as needed.
- Perform financial analysis to evaluate company performance and identify areas of cost savings and efficiency improvements.
- Assist in the preparation of quarterly financial forecasts, incorporating historical trends and potential risks.

- June 2024 - July 2025

### Accounting Assistant

Smart Finance Group / New York, NY

- Supported the senior accounting team in preparing tax filings and ensuring compliance with tax regulations.
- Maintained accurate financial records by updating accounts payable and receivable.
- Assisted in the preparation of annual budgets and forecasts, working closely with the senior finance team.
- Managed accounts payable and receivable, ensuring timely processing and resolution of discrepancies.