

# Daniel Smith

## Personal

Name **Daniel Smith**  
Address **777 Wayne Newton Blvd., 89074 Las Vegas, Nevada**  
Phone number **555-123-4567**  
Email **example@cvmaker.com**

## Resume objective

Detail oriented Certified Public Accountant seeking to join the financial team at Johnson & Jones in Las Vegas, Nevada. Five-years of CPA experience processing P&L statements, reconciliations, documenting ledger processes, and balancing multiple financial accounts. Exceptional problem solving, analytical thinking, forecasting, and knowledge of corporate tax law. Uncanny ability to communicate with company executives, peers, vendors, and maintain a professional demeanor.

## Professional Experience

### **Certified Public Accountant**

Aug 2017 - Present

*Davis & Associates, Henderson, Nevada*

Served as the CPA for Davis & Associates, a 27-member legal firm based in Henderson, Nevada. Key responsibilities included:

- Create financial reports on a weekly, monthly, quarterly, bi-annual, and annual basis to closely monitor the financial health of the law firm.
- Managed an annual budget exceeding \$11.5 million dollar, with annual revenues of \$56 million for three consecutive years.
- Review and analyze revenue stream, accounts payable, receivables, delinquent clients and vendor invoices, balance sheets, overhead, and multiple financial accounts.
- Communicated to partnership on a weekly basis to report on cash management, financial health, and stability of the firm.
- Reduced overhead expenses by 32 percent in 2020 during COVID-19 Global Pandemic.

### **Junior Accountant**

Sep 2014 - Jul 2017

*Tubbs Manufacturing, Los Angeles, California*

Served as a Junior CPA for Tubbs Manufacturing in Los Angeles, California. Worked with a team of four senior and 5 junior CPA's to oversee the financial records of a manufacturing company with annual sales eclipsing \$475 million. Key responsibilities included:

- Managed accounts receivable for US manufacturing and supply chain operations - over \$255 million annually.
- Communicated with raw material suppliers, shipping companies, and 3PLs - provided monthly reconciliation for all vendor accounts payable.
- Worked with other Junior CPAs to ensure all departments were audited weekly, monthly, and quarterly.
- Created a cloud-based reporting platform and payment gateway for customers to process invoices with reduced fees.

## Education

### Master's in Accounting

Columbia University, New York City, NY

Sep 2012 - May 2014

## Certifications

### Certified Public Accountant

American Institute of Certified Public Accountants (AICPA) - May 2014

## References

### Thomas Jones, Esq.

*On Request*

Davis & Associates

### Larry Stein, CPA

*On Request*

Tubbs Manufacturing

### Alexander Davis, CPA

*On Request*

Columbia University

## Skills

### Analytical Thinking

*Expert*

### Creative Problem Solving

*Experienced*

### Multitasking

*Expert*

### Organization

*Expert*

### Corporate Tax Law

*Expert*