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| JS SummaryProactive staff accountant with 7+ years of experience in accounting auditing and bookkeeping services. Expertise in project management, financial auditing, and budget planning. Detail-oriented team player that supports colleagues at all levels within a company and can build relationships with clients.**Skills**  Licensed Certified Public | Accountant |Account analysis  Financial reporting |  Asset management|  Strong attention to detail| Scheduling. | |  | | --- | | **Joe Smith**Staff Accountant | jsmith@gmail.com |  **Experience**Global Logistics Inc., Pittsburg, PA — Senior Staff Accountant— February 2014– June 2020  * Managed monthly sales, open invoices, and revenue reports. * Coordinates budget allocation. * Modernized the cash receipts recording system.  **EDUCATION** **Bachelor’s Degree in Business**  Pennsylvania State University  2012–2014 GPA 3.8 **Activities**  * Marathon swimmer * Numismatist focusing on medieval coins |
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