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| JSSummaryProactive 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 analysisFinancial reporting |Asset management|Strong attention to detail| Scheduling. |

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| **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 University2012–2014 GPA 3.8**Activities*** Marathon swimmer
* Numismatist focusing on medieval coins
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