

JESSICA BLAKE, CPA

15 Market St. ■ Somewhere, MD 20814 ■ Phone: 301-555-5555 ■ Email: jessica@monster.com

Career Goal: Accounting Manager / Sr. Accountant / Financial Analyst

Dedicated CPA with five years of experience developing and implementing financial systems, strategies, processes and controls that significantly improve P&L scenarios. Expert in establishing accounting functions, systems and best practices; cost-reduction, automation and tax strategies; and lasting business relationships to ensure goal-surpassing fiscal performance. Computer skills include proficiency in Excel, Peachtree, QuickBooks and MS Office.

Education

Certified Public Accountant, State of Maryland, 5/2007

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE (UMUC) — Adelphi, MD

Master of Science in Accounting and Financial Management (*in progress*), degree expected 5/2008

Bachelor of Science in Accounting, 5/2005

- **Volunteerism:** Hunger Clean Up (planning team) ... National Alliance to End Homelessness (fundraising drive volunteer) ... American Red Cross (blood bank volunteer) ... Serve Maryland (Volunteer)

Experience

DEF COMPANY — Bethesda, MD

6/2005 to Present

Senior Accountant, 3/2006 to Present

Staff Accountant, 6/2005 to 3/2006

Promoted to senior accountant position to direct accounting functions for a growing telecommunications company. Supervise three accountants and oversee financial analysis, financial audits, G/L, A/R, A/P and fixed-asset accounting in accordance with GAAP standards. Develop and manage external financial relationships (e.g., banks, insurers, auditors) and constantly look for ways to strengthen overall financial performance. **Key results:**

- Built a finely tuned accounting department, fostering a collaborative environment that improved productivity, individual accountability and team morale.
- Revamped G/L, financial systems, reports and schedules to improve forecast precision and standardize reporting procedures.
- Negotiated below-market lease on prime office space that included \$100K in facility improvements embedded into agreement.
- Completed comprehensive valuation analysis and credit review of acquisition target, and played a key role in the due diligence effort that was crucial to successful merger.
- Uncovered \$125K in accounting overpayments during a six-month period and delivered a 20% expense reduction through analytical studies of business performance.

GHI COMPANY — Silver Spring, MD

2/2002 to 4/2005

Accounting Clerk (*part-time; concurrent with college studies*)

Performed A/P functions for this plastics manufacturer, including purchase order entry and inventory accounting. Processed monthly accruals; prepared checks, production documentation and schedules; and reconciled bank statements. **Key results:**

- Delivered six-figure cost savings by initiating expense analysis of equipment lease alternatives, leading to acted-upon leasing recommendations.
- Introduced business process improvements that enhanced A/P functions, established common vendor files, eliminated duplication and reduced monthly processing time by 20%.