



Samantha Reed

City, ST
(555) 654-3210
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Accounting student with a strong foundation in financial analysis and bookkeeping

Accounting student with experience preparing financials for 12 clients; reconciled accounts with 98% accuracy.

Professional Experience

Accounting Intern

XYZ Accounting Firm, City, ST June 2023 – Present

- Assist in preparing financial statements and reconciling accounts for clients
- Conduct audits and ensure compliance with tax regulations

Finance Assistant

University Business Office, City, ST August 2022 – May 2023

- Processed invoices and managed student tuition payments
- Assisted in budget planning and financial record-keeping

Education

BS in Accounting (Expected May 2026)

University of City, City, ST

Certifications

- Certified Bookkeeper (in progress)

LinkedIn URL

Key Skills

Financial reporting

Bookkeeping and data entry

QuickBooks and Excel

Budgeting and forecasting

Auditing and compliance