



CONTACT

Email
olivia.wilson@gmail.com

Phone
+987 654 321

Address
Street, city – state

LinkedIn
linkedin/in/olivia-wilson

SKILLS

- Accounting Principles
- Financial Statement Prep
- Microsoft Excel
- Auditing
- Data Analysis

LANGUAGES

- English: Advanced
- Spanish: Proficient
- French: Intermediate

OLIVIA WILSON

ACCOUNTANT

Skilled and experienced accountant with a proven track record of success in the financial services industry. Expertise in all aspects of accounting, including financial statement preparation, auditing, and taxation. Strong analytical and problem-solving skills.

WORK EXPERIENCE

Accountant
ABC Company | City | Jan 2022 – Dec 2023

Provided accurate financial analysis and reporting for informed decision-making. Managed full-cycle accounting processes, including accounts payable/receivable, general ledger entries, and bank reconciliations.

Junior Accountant
XYZ Company | City | Jan 2021 – Dec 2021

Collaborated with colleagues to improve documentation and streamline month-end procedures, resulting in enhanced efficiency and accuracy.

EDUCATION

Bachelor's Degree in BBA
XYZ University | City | Jan 2018 – Dec 2021

Diploma in Accounting & Finance
ABC Institute | City | Jan 2017 – Dec 2017

Diploma in Microsoft Excel
XYZ Institute | City | July 2016 – Dec 2016

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Michael Seilmaier



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the preferences and peeves of hiring decision makers guidelines for working with recruiters frequently asked questions and case studies detailing complete job search marketing campaigns Let Top Notch Executive Resumes get you into that corner office

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