



CONTACT

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LinkedIn
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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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Creating a Life on YOUR Terms Geoff Smith,2022-05-21 What does it feel like to create a life on your terms Where your health relationships finances and mindset are all supercharged with positive momentum and intent The 4 Pillars offers a template on how to shape your life towards fulfilment in these areas where you learn to master your health take control of your relationships grow your finances and develop a clear and positive mindset The 4 Pillars is your roadmap to a better life

Learn HTML in a Weekend Steven E. Callihan,1998 The fourth edition of this popular book The third edition ISBN 0761526943 has had a strong history since it was published in October of 2000 This new edition includes information on using graphics tools such as Paint Shop Pro Photoshop Fireworks and Mapedit as well as updated tutorials with new real world examples The most significant updates should be to the tables forms and graphics tutorials All tutorials will be standards based and feature designing valid HTML 4 01 Web pages *UniForum Monthly* ,1991 **Best Résumés for College Students and New Grads** Louise Kursmark,2006 Helps students by describing skills and attributes that are valuable in the workplace answering common questions delivering expert advice that is relevant in today s hiring market and showcasing high quality resumes and cover letters prepared by professional resume writers all written for college students or new graduates It is a comprehensive resource appropriate for diverse college majors both undergraduate and graduate as well as for students seeking internships and co op jobs while still in school **Microsoft Word for Windows** Heather Miletti Duggan,Peter Norton,1996 *Microsoft Works 3.0, DOS Version* William Robert Pasewark,William R. Pasewark,1995 This represents a significant triumph of the leading integrated software program While continuing with its standard setting use of pull down menus Works 3 0 now enables you to use the same commands for word processing graphics spreadsheet database and telecommunications *Cruising America On-Line 2.5* Grace J. Beatty,Grace Joely,1995 Bestselling authors Dr Gardner and Dr Beatty present a revision of the original Cruising America On Line This new Visual Learning Guide will teach the reader about the updated version of AOL Easy to follow screen shots that show the reader exactly what will appear on their computer screen help to make this an ideal guide for the beginning to intermediate user *The Dramatists Guild Quarterly* ,1989 **Asian Studies Newsletter** ,2001 **Artist's Market, 1985** Sally A. Davis,1984-09 **The Best Directory of Recruiters On-Line** Thomas P. Gove,1998-05 *Artist's Market* ,1994 **Workplace Communications** George John Searles,2006 One copy of this current textbook can be checked out for 2 hours at the Reserve Desk If it is unavailable you may place a hold to get on the waiting list *Photographer's Market* Melissa Milar,William Brohaugh,1992

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