

## Ebony Moore

Seattle, WA | 206-555-0149 | emoore@email.com

### Summary

Determined Accountant with three years of experience in personal and tax accounting. Excellent skills in mathematics, communication and organization with great proficiency in various accounting software.

### Education

Cloverfield College  
Bachelor of Business Administration in accounting

### Experience

**Gilmore Financial, New Orleans, LA, Certified  
Public Accountant**

**Oct. 2021 – Current**

- Meet with clients to discuss their **accounting needs**
- **Compute taxes** for clients during tax season
- Monitoring and recording activity for *accounts payable* and *accounts receivable*
- Prepare **balance sheets** for corporate clients
- Create **budget forecasts** for clients to help with financial planning

**Harrison Money Management, New Orleans, LA,  
Accountant**

**Aug. 2020 – Oct. 2021**

- Prepared **tax returns** for clients during tax season
- Helped the internal audit team complete **annual audits**
- Updated monthly reports to reflect the financial standings of each client

**Harrison Money Management, New Orleans, LA,  
Junior Accountant**

**May 2019 – Aug. 2020**

- Maintained **accounts receivable** and **accounts payable** for the department
- Reviewed monthly payroll to ensure it's accurate before distribution
- Prepared **financial reports** to share with clients

### Certifications

- Certified Public Accountant (CPA)
- Certified Financial Analyst (CFA)

### Skills

- Proficiency in accounting software
- Basic mathematics
- Organizational skills
- Attention to detail
- Communication skills