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| John Doe |
| SummaryDetail-oriented and motivated accounting graduate seeking an entry-level accountant position. Proficient in financial reporting and analysis, with a strong foundation in accounting principles and software. Eager to contribute to a dynamic team and help streamline financial processes.Work Experience**Accounting Intern Jun 2022 – Aug 2022**ABC Corp Springfield, IL* Assisted in preparing monthly financial reports, improving reporting efficiency by 15%.
* Supported the accounts payable team by processing invoices and reconciling discrepancies.

**Bookkeeping Assistant Jan 2021 – May 2022**XYZ Solutions Springfield, IL* Maintained accurate financial records and updated the bookkeeping system weekly.
* Performed data entry tasks, ensuring a 98% accuracy rate in financial documentation.

EducationBachelor of Science: Accounting Jan 2022*University of Illinois**Urbana-Champaign, IL* | Contact(123) 456-7890john.doe@example.comSpringfield, IL 62701SkillsFinancial ReportingData AnalysisQuickBooksExcelAccounts PayableAccounts ReceivableProblem SolvingAttention to DetailTime ManagementTeam Collaboration |