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| John Doe | | |
| Summary  Detail-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.   Education Bachelor of Science: Accounting Jan 2022 *University of Illinois**Urbana-Champaign, IL* | Contact  (123) 456-7890  john.doe@example.com  Springfield, IL 62701  Skills  Financial Reporting  Data Analysis  QuickBooks  Excel  Accounts Payable  Accounts Receivable  Problem Solving  Attention to Detail  Time Management  Team Collaboration |