

## **Cameron Diaz**

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### **OBJECTIVE**

Seeking a position as an Accountant with Core Technologies utilizing knowledge of general accounting procedures in order to assist the office with its periodic accounting processes.

### **EDUCATION**

**Sioux Accounts College – Sioux City, IA** – May 2015

Associate of Science in Accounting

GPA: 3.5

### **RELEVANT COURSEWORK**

- Accounting Foundations
- Principles of Economics
- Cost Accounting
- Accounting Information Systems
- Business Taxation and Compliance
- Business Statistics
- Financial Accounting
- Commercial Law

### **MAJOR STRENGTHS**

- Good knowledge of coordinating, monitoring and participating in monthly accounting procedures
- Strong know-how of organizing the preparation of periodic financial reports
- In-depth knowledge of preparing reconciliation of outstanding payments
- Well versed in issuing purchase orders and managing verification procedures

### **TECHNICAL SKILLS**

- Proficient in Microsoft Office (Excel, Word, PowerPoint and Outlook)
- In-depth knowledge of automated accounting systems including ERP
- Excellent mathematical skills
- Capable of analyzing trends and variances

### **INTERNSHIP EXPERIENCE**

**Parker and Parker** – Sioux City, IA | June 2012-August 2012

*Accounting Intern*

- Assisted in day by day accounting tasks: entered A/P and A/R, processed payments, organized client billing folders, procedure documentation
- Performed general office duties: filing, scanning, mail processing and data entry
- Provided support for the annual audit
- Assisted Accounting Manager with different projects
- Reconciled bank statements and ledger accounts
- Assisted with daily cash balancing
- Updated management reports

### **ADDITIONAL CAPABILITIES**

- Excellent communication and organizational skills
- Able to work in a high volume environment
- Physically dexterous
- Strong interpersonal and multitasking skills
- Knowledge of liabilities and payment obligations