

## Professional Experience

### Accounting Intern

Hayden Accounting, Columbus, OH | May 2023 - Current

- Supported a team of eight accountants in preparing monthly financial statements, cash flow reports, and balance sheets for client businesses valued at up to \$300,000
- Coordinated with accountants to conduct tax preparations, perform complex bank reconciliations, and ensure compliance with state and federal regulations
- Conducted rigorous analysis of annual operating budgets for clients in collaboration with senior accountants to maximize cash flow and reduce expenses

## Key Skills

- Financial analysis
- Budget development
- Tax compliance
- Account reconciliation
- Financial reporting

## Education

### Bachelor of Science (B.S.) Accounting

Ohio State University, Columbus, OH | May 2023

## Certifications

- Certified Public Accountant (CPA), State of Ohio | 2024

# Emily Clark

Columbus, OH 43215

emily.clark@example.com

(555) 123-4567

A CPA with entry-level experience, specializing in financial reporting, budget development, and account reconciliation. A proven track record of supporting accounting teams in performing comprehensive financial analysis for medium-sized businesses.