

Sir Gerald Waterson Jr.

Pleasehireme@gmail.com ❖ (123) 456-7890 ❖ Very Good, Place

WORK EXPERIENCE

Staff Accountant / University

Jul. 2016 – Jul. 2021

Managed a portfolio of grants and contracts; providing analytical insights and communicating through data

- Prepared financial reports, progress reports, budgets, budget justifications and invoices.
- Interpreted information on policies, procedures, new regulations and new processes.
- Reconciled accounts, performing closing entries and cost transfers.
- Ensured compliance with terms and conditions of contracts relating to effort reporting, expenditures, and personnel actions.
- Forecasted monthly and annual expenditures; providing recommendations to internal stakeholders.
- Assisted in proposal management and submission.
- Approved purchases and expenditures.
- Built lines of communication with faculty, staff and external sponsors.

Intern / Place

Jun. 2015 – Oct.2015

Completed Ad Hoc projects; assisting personnel with data driven tasks

- Held top secret security clearance; comprehensive background check and interview.
- Designed and implemented databases in Microsoft Excel and Access.
- Implemented a base-wide filing system.
- Digitized internal processes and procedures; ensuring data quality.
- Worked in various roles to fulfill needs of internal stakeholders.

Shift Captain & Trainer / Fast Food

Aug. 2010 – Jan. 2014

Oversaw daily shift operations; assisting management with crew

- Delegated crew on shift.
- Trained cashiers and fry cooks.
- Coordinated with management to provide accurate and reliable training methods.

EDUCATION

Even More Important University

May. 2016

Bachelor of Science in Business Administration, Concentration in Accounting

Important College

May. 2014

Associates of Science in Business Administration

SKILLS

Oracle, Workday, Data storytelling & literacy, Financial policy interpretation, Specialty knowledge of grant processes, Time Management, Account Management, External party management