



# ETHAN MARTINEZ

## Accounting Associate

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Detail-oriented accounting professional with 5 years of experience in managing accounts payable, financial reporting, and vendor relations. Proven ability to streamline processes and enhance accuracy in financial documentation.

### WORK EXPERIENCE

#### Accounting Associate/Executive

📅 Jan / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Collaborated with CFO to prepare annual budgets and financial reports for stakeholders.
2. Updated senior staff on financial policies and provided detailed reports.
3. Processed invoices and check requests, ensuring compliance with accounting codes.
4. Managed accounts payable, ensuring timely payments to vendors.
5. Entered accounts payable transactions and maintained accurate vendor records.
6. Organized financial records for easy retrieval and compliance audits.
7. Compiled Tax ID information for efficient processing of 1099 forms.
8. Maintained records for loan payments, escrow accounts, and grants management.
9. Resolved invoicing discrepancies through effective vendor communication.

#### Accounting Associate

📅 Jan / 2020-Jan / 2021

Cactus Creek Solutions

📍 Phoenix, AZ

1. Served as Federal Reserve Reconciler, resolving accounting discrepancies efficiently.
2. Reconciled daily Federal Reserve distributions to approximately twenty bank branches.
3. Managed all payables using QuickBooks, ensuring timely vendor payments.
4. Assisted with month-end reporting, bank reconciliations, and expense tracking.
5. Provided administrative support, including answering phones and managing office supplies.

### EDUCATION

#### Bachelor of Science in Accounting

📅 Jan / 2019-Jan / 2020

University of Illinois

📍 Phoenix, AZ

Completed coursework in financial accounting, managerial accounting, and taxation.

### SKILLS

Advanced Word Skills



Advanced Excel Skills



Financial Presentation Skills



Accounts Payable Management



Financial Reporting



### INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

### STRENGTHS

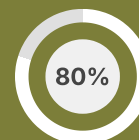
🧠 Self-awareness

🔒 Self-discipline

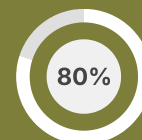
🌿 Sensitivity

🌍 Service-oriented

### LANGUAGES



English



German



Russian

### ACHIEVEMENTS

🌟 Reduced invoice processing time by 30% through improved workflow.

🌟 Achieved 100% accuracy in financial reporting for three consecutive years.