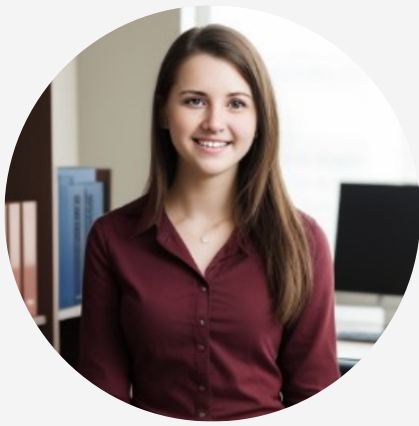




 (555) 876-5432

 sofia.perez@email.com

 Atlanta, GA

EDUCATION

Bachelor of Business Administration in Accounting

Georgia State University, Atlanta, GA
(Graduated May 2024)

SKILLS

- QuickBooks
- Microsoft Excel
- Data Entry
- Account Reconciliation

SOFIA PEREZ

JUNIOR STAFF ACCOUNTANT

PROFESSIONAL SUMMARY

Motivated Junior Staff Accountant with strong foundational knowledge in accounting principles and 1 year of experience supporting accounting functions. Proficient in Microsoft Excel, QuickBooks, and data entry, with a solid record of accuracy and attention to detail.

EXPERIENCE

• July 2024 - Now

Junior Staff Accountant

Georgia-Pacific LLC – Atlanta, GA /

- Support accounts payable and receivable functions, ensuring accurate and timely processing.
- Assist in preparing monthly financial reports, completing data entry and basic reconciliations.
- Perform bank reconciliations and document monthly journal entries for various accounts.
- Help with fixed asset management, tracking acquisitions and disposals.

• May 2023 - August 2023

Accounting Intern

SunTrust Bank – Atlanta, GA /

- Conducted data entry for accounts and assisted with monthly reconciliation tasks.
- Helped prepare financial reports for quarterly reviews by senior management.
- Supported compliance tasks by organizing financial records and audit documentation.
- Participated in internal audits by gathering and verifying account information.

VOLUNTEER EXPERIENCE

• 2020 - Now / Youth Empowerment Nonprofit, Atlanta, GA

Treasurer

- Manage the budgeting and monthly financial statements for the nonprofit, supporting outreach and development initiatives.