

# Natalie Rodriguez

## Accounting Assistant

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- Detail-oriented Accounting Assistant with 2+ years of experience in accounts payable processing, bank reconciliations, and financial data entry across retail and healthcare environments
- Proficient in QuickBooks Pro, Excel (VLOOKUP, Pivot Tables), and SAP with proven track record of maintaining 99.5% accuracy in invoice processing and reducing month-end closing time by 15%
- Strong analytical and communication skills with experience managing vendor relationships and supporting month-end close procedures for organizations with \$3M+ annual revenue

## WORK EXPERIENCE

### Regional Medical Center

March 2022 - Present

#### Accounts Payable Clerk

- Process 200+ vendor invoices weekly with 99.5% accuracy rate, managing accounts payable for medical supplies and equipment totaling \$1.8M annually
- Reduced month-end closing time by 15% through implementation of improved invoice coding system and vendor communication procedures
- Maintain accounts payable ledger for 150+ vendors, ensuring timely payments and resolving discrepancies within 24-hour turnaround
- Prepare weekly cash flow reports and assist with bank reconciliations for three corporate accounts
- Collaborate with department managers to resolve billing inquiries and process expense reimbursements up to \$5,000

### Midwest Retail Solutions

June 2021 - February 2022

#### Administrative Assistant

- Managed departmental budget tracking for \$75,000 quarterly expenses, identifying cost-saving opportunities that reduced overhead by 12%
- Reconciled purchase orders with invoices and maintained organized filing system for financial documentation
- Created monthly expense reports using Excel pivot tables, streamlining reporting process for management review
- Processed employee expense reimbursements and maintained petty cash fund with zero discrepancies

### Target Corporation

September 2020 - May 2021

#### Cashier/Customer Service Representative

- Balanced cash drawer within \$0.50 variance for 98% of shifts while processing 100+ daily transactions
- Prepared nightly deposits and cash reconciliation reports using POS system
- Handled returns, exchanges, and payment processing including credit card reconciliation
- Trained 5 new cashiers on proper cash handling procedures and register operations

## EDUCATION

### DePaul University

May 2021

#### Bachelor of Science in Accounting

GPA: 3.7/4.0

Relevant Coursework: Financial Accounting, Cost Accounting, Intermediate Accounting I & II, Taxation, Auditing, QuickBooks Certification, Excel for Accounting Professionals

## TECHNICAL SKILLS

**Advanced:** Microsoft Excel (Pivot Tables, VLOOKUP, Macros), QuickBooks Pro, Accounts Payable/Receivable

**Intermediate:** SAP, Xero, Google Sheets, Bank Reconciliation, Financial Reporting

**Basic:** Sage 50, ADP Payroll, Peachtree Accounting

<div>CERTIFICATIONS</div>		
QuickBooks Certified User	Intuit	2021
Microsoft Excel Specialist	Microsoft	2021
Bookkeeping Professional Certificate	National Association of Certified Public Bookkeepers	2022
<div>CORE COMPETENCIES</div>		
Month-end Close Procedures		
Invoice Processing & Vendor Management		
Financial Data Analysis		
GAAP Knowledge		
Cash Flow Management		
Expense Report Preparation		
Multi-tasking & Deadline Management		
Team Collaboration & Communication		
<div>ACADEMIC ACHIEVEMENTS</div>		
Dean's List	DePaul University	2019-2021
4 consecutive semesters (2019-2021) while working 25 hours/week		
Merit-Based Academic Scholarship	DePaul University	2019-2021
\$7,500 annually for maintaining 3.5+ GPA		
Accounting Department Award for Excellence in Cost Accounting	DePaul University	2021
Beta Alpha Psi Honor Society Member	National Accounting Honor Society	2021
<div>RELEVANT PROJECTS</div>		
Streamlining Accounts Payable Workflow		2022
Created process documentation adopted by Regional Medical Center, reducing invoice processing time by 20%		
Small Business Financial Analysis		2021
Senior capstone project analyzing 3-year financial statements and presenting recommendations to local business owner		
<div>PROFESSIONAL REFERENCES</div>		
Sarah Mitchell, CPA	Accounting Manager, Regional Medical Center	
Phone: (555) 234-5678		
Email: smitchell@regionalmedical.com		

Relationship: Direct Supervisor (March 2022 - Present)

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**Professor David Chen, MBA, CPA**

Accounting Department Chair, DePaul University

Phone: (555) 345-6789

Email: dchen@depaul.edu

Relationship: Advanced Accounting Instructor and Academic Advisor (2019-2021)

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**Jennifer Walsh**

Operations Manager, Midwest Retail Solutions

Phone: (555) 456-7890

Email: jwalsh@midwestretail.com

Relationship: Former Supervisor (June 2021 - February 2022)