

# SCRAPPY GREEN

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## PROFESSIONAL PROFILE

Current Integrative Studies major with concentrations in Business, Journalism, and Digital Retailing at the University of North Texas demonstrating strong communication and critical thinking. Offers extensive knowledge and expertise in accounting, finance, bookkeeping, and data collection. Seeking the position of Accountant at ABC bank to enhance professional development in Accounting industry practices.

## CORE COMPETENCIES

Critical Thinking | Problem Solving | Team Oriented | Communication | Time Management

## TECHNICAL SKILLS

Data Collection | Data Entry | Auditing | Finance | QuickBooks | MS Office

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## EDUCATION

### Bachelor of Science in Integrative Studies

GPA: 3.6

Concentrations: Business | Journalism | Digital Retailing  
University of North Texas, Denton, TX

Expected Graduation: Dec 2025

## HONORS & AWARDS

Dean's List

Spring 2021 – Present

## CERTIFICATIONS

Microsoft Excel Certification (2021)

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## EXPERIENCE

Freelance

Denton, TX

### Bookkeeper

May 2020 – Present

- Perform migration to QuickBooks for 25+ clients utilizing efficient data collection methods and data entry techniques and strategies
- Reconcile bank statements, credit card statements, invoices, and financial statements ensuring 100% accuracy
- Process accounts payable invoices and ensure payments are accurate and timely while maximizing cash flow

ABC Accounting Firm

Denton, TX

### Accounting Intern

Jan 2022 – Dec 2023

- Helped manage pay roll for employee team of 50+ using ADP Payroll software
- Record costs of materials, labor, and capital equipment to develop cost-effectiveness analysis reports
- Organized, stored, retrieved, and evaluated necessary financial documents for project management team to help further projects

XYZ Finance, Inc.

Irving, TX

### Finance Intern

Jan 2021 – Dec 2022

- Analyze and audit financial data including accounts, vouchers, and statutory records to ensure accuracy and proper reconciliation
  - Examined financial documents to ensure compliance with federal financial regulations
  - Documented audit tests and findings and compiled data and information to report to finance team
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## LEADERSHIP, CAMPUS & COMMUNITY INVOLVEMENT

ABC Community Center

Carrollton, TX

### Volunteer Social Media Manager

Feb 2020 – Present

- Designed, developed, and implemented social media campaign to increase membership and community outreach by 50% through advertising, online marketing, and branding
- Built and maintained company website, social media platforms, and LinkedIn account