



Letisha Grimes

Entry Level Accountant

804-747-0651

letisha-grimes@email.com

Richmond, VA

AWARDS

Dean's List (all semesters)

Accounting Excellence Scholarship (2023)

HOBBIES

- Photography
- Fishing

LANGUAGES

- Spanish (conversational)

PROFESSIONAL SUMMARY

Detail-oriented accounting graduate with strong knowledge of financial reporting, taxation, and auditing principles. Seeking an entry-level accountant position to leverage proficiency in accounting software and analytical skills to contribute effectively to financial operations.

EDUCATION

2020 - 2024

Bachelor of Science in Accounting

University of Richmond

Current GPA: 3.90

Relevant Courses: Advanced Financial Accounting, Corporate Taxation, Auditing and Assurance Services, Financial Statement Analysis, Cost Accounting

SKILLS

Bookkeeping



QuickBooks



Financial Reporting



Budgeting



Financial Analysis



Microsoft Excel



Data Entry



Cost Accounting



EXTRACURRICULAR ACTIVITIES

2024 - Now

President

University of Richmond Finance Club

- Coordinated agendas, invited guest speakers, and facilitated discussions on current financial topics to enhance members' knowledge and networking opportunities.

- Planned and executed workshops, seminars, and competitions, including a university-wide stock trading simulation.

2024 - Now

Accounting Volunteer

Richmond Food Bank

- Recorded and tracked monetary and in-kind donations using Excel, ensuring accurate and transparent financial reporting.

- Collaborated with the finance team to prepare annual budgets, monitor expenditures, and provide recommendations for cost-saving measures.