
 (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.