TREVOR NAKAMURA

ENTRY-LEVEL ACCOUNTANT

CONTACT

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Atlanta, GA

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SKILLS

Microsoft Excel (pivot tables, XLOOKUP)

QuickBooks Online • Xero

NetSuite • GAAP

Journal Entries & Accruals

Account Reconciliation

Month-End Close

Financial Statement Preparation

Audit Support

EDUCATION

University of Georgia - Terry College of Business

Athens, GA

Bachelor of Science in Accounting

08/2020 - 05/2024

Accounting (150-hour track)

GPA: 3.7

LANGUAGES

English

STRENGTHS

Close Reliability

Consistently deliver my full close package by 5pm on Day 3, giving reviewers buffer to investigate variances.

GAAP Foundation

Comfortable explaining accruals vs. prepaids, revenue recognition under ASC 606, and lease accounting under ASC 842 at a working level.

SUMMARY

Entry-level accountant with a B.S. in Accounting from the University of Georgia (May 2024) and a year of month-end close experience at a $180M logistics company. Owns 6 balance-sheet reconciliations and 12 recurring journal entries each month in NetSuite, supported an FY24 audit that closed with **zero adjusting entries**, and works daily in Excel pivot tables, QuickBooks Online and Xero. CPA candidate on the 150-hour track.

EXPERIENCE

Pinnacle Freightlines — Atlanta, GA

Staff Accountant I — 07/2024 - Present

First role out of school on the corporate accounting team at a $180M regional LTL carrier.

- Prepared 12 recurring journal entries and 6 balance-sheet reconciliations each month in NetSuite, closing my portfolio on Day 3 of a 6-day close
- Supported the FY24 external audit with Moore Colson, preparing fixed-asset rollforward and prepaid schedules that passed with zero adjusting entries
- Identified a $42K cutoff error in accrued fuel expense during Q3 review and booked the correcting entry before financial statements were issued
- Automated a driver-payroll tie-out in Microsoft Excel with XLOOKUP and pivot tables, cutting weekly prep time from 2 hours to 25 minutes
- Streamlined monthly sales & use tax filings across 4 states, remitting 100% of returns before each state deadline

Halberd & Crane, PC — Athens, GA

Accounting Intern — 01/2024 - 05/2024

Capstone internship at a 30-person regional CPA firm supporting the audit and small-business bookkeeping teams.

- Performed audit testwork on cash and AR samples for 3 nonprofit engagements, delivering workpapers with no senior rework
- Reconciled 4 client bank accounts monthly in QuickBooks Online and Xero and prepared adjusting entries for partner review
- Drafted management representation letter checklists adopted across all 8 nonprofit clients, cutting partner review comments by 20%
- Analyzed general-ledger detail to prepare financial statements for 5 small-business clients ahead of quarterly deadlines

CERTIFICATES

CPA Candidate - FAR section scheduled 2026 — 08/2024

Georgia State Board of Accountancy

Completed the Becker Financial Accounting and Reporting review; 150 credit hours met.

Excel Skills for Business Specialization — 12/2024

Coursera / Macquarie University

Four-course specialization in Excel for financial analysis.