

EMILY CHEN

SENIOR ACCOUNTANT

CONTACT

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SKILLS

- Financial Statement Preparation
- Budgeting and Forecasting
- Financial Analysis
- GAAP
- Financial Modeling
- Microsoft Excel
- Leadership
- Communication

EDUCATION

Bachelor of Science

Aug 2008 - May 2012

University of Michigan

Ann Arbor, MI

Accounting 3.5/4.0

Master of Business Administration

Sep 2015 - Jun 2017

University of Chicago

Chicago, IL

Business Administration

3.8/4.0

LANGUAGES

English Native

Spanish Fluent

SUMMARY

Highly experienced senior accountant with expertise in financial statement preparation, budgeting, and forecasting. Proven track record of leading teams, conducting financial analysis, and implementing process improvements. Possesses strong technical skills, including GAAP, financial modeling, and Microsoft Excel. Excellent communication and leadership skills, with the ability to effectively convey complex ideas and concepts.

EXPERIENCE

Senior Accountant

Jan 2018 - Present

Deloitte

New York, NY

Senior accountant with expertise in financial statement preparation, budgeting, and forecasting. Proven track record of leading teams, conducting financial analysis, and implementing process improvements.

- Managed a team of 5 accountants, providing guidance and oversight on financial statement preparation, budgeting, and forecasting
- Conducted financial analysis, identifying areas for cost savings and implementing process improvements that resulted in a 25% reduction in accounting costs
- Collaborated with cross-functional teams to develop and implement financial models, resulting in a 15% increase in revenue
- Prepared and reviewed financial reports, including balance sheets, income statements, and cash flow statements, ensuring accuracy and compliance with GAAP and regulatory requirements
- Developed and maintained relationships with clients, providing excellent customer service and ensuring high levels of client satisfaction

Accountant

Jun 2012 - Dec 2017

Ernst & Young

Los Angeles, CA

Accountant with experience in financial statement preparation, budgeting, and forecasting. Proven track record of conducting financial analysis, implementing process improvements, and providing excellent customer service.

- Prepared and reviewed financial statements, including balance sheets, income statements, and cash flow statements, ensuring accuracy and compliance with GAAP and regulatory requirements
- Conducted financial analysis, identifying areas for cost savings and implementing process improvements that resulted in a 10% reduction in accounting costs
- Assisted in the preparation of tax returns, including individual and corporate tax returns, ensuring compliance with tax laws and regulations
- Collaborated with auditors to ensure compliance with auditing standards and regulatory requirements
- Developed and maintained relationships with clients, providing excellent customer service and ensuring high levels of client satisfaction

PROJECTS

CERTIFICATES

Certified Public Accountant (CPA)

Jan 2015

American Institute of Certified Public Accountants

Obtained the CPA certification, demonstrating expertise in accounting principles, laws, and regulations

Certified Management Accountant (CMA)

Jun 2018

Institute of Management Accountants

Earned the CMA certification, showcasing knowledge in management accounting, financial planning, and decision-making

Financial Statement Preparation

Jan 2020 - Mar 2020

Lead Accountant

Prepared and reviewed financial statements, including balance sheets, income statements, and cash flow statements, for a Fortune 500 company

GAAP • Financial Accounting Standards Board (FASB)

Budgeting and Forecasting

Jun 2019 - Aug 2019

Senior Accountant

Developed and implemented a budgeting and forecasting model for a mid-sized company, resulting in a 10% increase in revenue

Financial modeling • Microsoft Excel