

# EMMA SUMMERS

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## ACCOUNTANT • FINANCIAL ANALYST

Highly organized and detail-oriented professional with comprehensive knowledge in accounting procedures, reporting, and bookkeeping. Offer over one year of experience in finance and accounting as well as a holistic approach to the role of accounting in the achievement of short- and long-term organizational goals and corporate planning. Proven track record in implementing accounting regulations to meet high standards in financial reporting. Attentive and open-minded team-player with superb communication and collaboration skills who is ready to apply abilities and initiative to boost organizational performance.

### AREAS OF EXPERTISE

Accounts payable/ receivable	Balance sheet	Cost accounting	Account reconciliations
Financial statement/ reports	Annual budget	US GAAP	Internal/ external audit

### PROFESSIONAL EXPERIENCE

**LATS Financial Services**, Chicago, IL

September 2015 - Present

#### *Accounting & General Affairs*

- Prepare and distribute forms and files for staff appointments, contracts, reimbursements, and payments.
- Issue invoices to customers and review invoices for appropriate documentation/approval prior to payment.
- Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices.
- Maintain accounting ledgers by verifying and posting account transactions.
- Monitor debt levels and ensure that debt related activities are properly reflected in the consolidated statement of cash flows.
- Contribute accurate information to the external accountant who creates the company's financial statements.
- Secure financial information by completing data base backups, prepare information for internal and external audits as well as follow internal controls to maintain financial security of the company.
- Administer, maintain, and troubleshoot computer systems and networks to ensure flawless operation.
- Provide assistance and clerical support to management in a broad range of duties.

**SANOI INDUSTRIAL CO. LTD**, Chicago, IL

December 2014 - August 2015

#### *Sales/ Marketing & Project Management*

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### EDUCATION

**Bachelor of Science in Business Informatics**

June 2014

*Chicago State University, IL*

### QUALIFICATIONS & CERTIFICATIONS

- Official Business Skill Test in Book-Keeping (Level 2, 3)
- Official Business Skill Test in Retail Sales (Level 2)
- Microsoft Certified Professional