

Mirtie Bocchetti

Accountant

Profile

As an accountant, I bring with me accuracy, attention to detail, and confidentiality. I have worked in various accounting positions for over 2 years and have a wealth of experience in bookkeeping, financial reporting, auditing, tax preparation, and more. I am highly adept at using QuickBooks and other accounting software programs. My goal is always to produce accurate financial information so that my clients can make informed business decisions.

Employment History

Senior Accountant at Byrd Accounting - Georgia

May 2022 - Present

- Managed accounts receivable and payable for a small business with 50 employees.
- Reduced the monthly bookkeeping error rate from 5% to 1%.
- Cut accounting expenses by 10% through process improvements.
- Generated financial reports that helped management make key decisions affecting the company's bottom line.
- Trained 2 new junior accountants, mentoring them in best practices.

External Auditor at Nolan Finance - New York

Aug 2020 - Apr 2022

- Maintained and updated accurate records for all transactions, including income and expenses.
- Collected data and prepared reports to show profitability of company operations.
- Reconciled accounts on a monthly basis to ensure accuracy of financial statements.
- Assisted in the preparation of annual tax returns by providing needed information to accountant.
- Created budgets for upcoming fiscal year and monitored actual results against budget.

Certificates

Certified Public Accountant (CPA)

Feb 2021

Certified Management Accountant (CMA)

Dec 2019

Chartered Financial Analyst (CFA).

Apr 2018

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Education

Bachelor's degree in Accounting at Boston College, Chestnut Hill, MA

Sep 2016 - May 2020

I learned how to use accounting software, such as QuickBooks and Microsoft Excel.

Links

[linkedin.com/in/mirtiebocchetti](https://www.linkedin.com/in/mirtiebocchetti)

Skills

Analytical skills

Organizational skills

Communication skills

Detail oriented

Interpersonal skills

Computer literacy

Demonstrated ability to work independently

Languages

English

Mandarin