

# DONNA ROBBINS

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Analytical, organized and detail-oriented accountant with GAAP expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges, propel business growth.

## EXPERIENCE

2014 TO PRESENT

ACCOUNTANT

ABC INCORPORATED, MOUNTAIN, MICHIGAN

Working in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide full range of services, include income tax preparation, audit support, preparation of financial statements, pro forma budgeting, general ledger accounting and bank reconciliation.

### Success Examples:

Led a major client's Audit Quality Review Process and won IRS abatements that averted significant tax penalties for two real estate development projects.

Streamlined client's payroll processing and quality control yielding 20% savings.

Led financial due diligence to evaluate a proposed \$30M acquisition for real estate development company and saved the client from making a poor investment.

2008 – 2014

BOOKKEEPER

ABC COMPANY, SOMETOWN, NEW YORK

Inhouse bookkeeper for a real estate development company. Maintained financial books, tracked expenses, prepared and submitted invoices, oversaw payroll.

DECEMBER 2008 – APRIL 2014

ACCOUNTING INTERN

XYX INTERNATIONAL, FARGO, NORTH DAKOTA

Assisted with payroll and Pensions service management for 150+ employees. Prepared invoices for more than 200 clients. Assisted with bill payments, records organization and preparation, and other office duties to support financial and accounting operations.

## EDUCATION

JUNE 2008

**BACHELOR OF SCIENCE IN ACCOUNTING, MINOR IN BUSINESS ADMINISTRATION, LMZ UNIVERSITY**

- Distinguished member of university's Accounting Society
- Relevant Coursework: Advanced Financial Accounting and Reporting, Accounting Systems, Income Tax
- GPA: 3.8/4.0

## SKILLS

- Compliance
- Microsoft NAV Dynamics
- Cashflow planning and management
- State & Federal Tax Codes
- QuickBooks Certified
- Exceptional oral and written communication
- Fluent in German

## REFEREES