

# Thekla Loreto

Accounting Assistant

## Profile

Diligent Accounting Assistant with 1 year of experience in efficiently managing financial tasks, including accounts payable, accounts receivable, and invoicing. Proficient in using accounting software and skilled in financial analysis, data entry, and reconciliations. Strong organizational and communication skills, with a keen attention to detail. Committed to streamlining financial processes and supporting business growth.

## Employment History

### Accounting Assistant at Moss Adams, WA

May 2023 - Present

- Successfully streamlined the month-end closing process, reducing the time taken by 25% and increasing overall efficiency in financial reporting.
- Implemented a new accounts payable system that led to a 15% reduction in invoice processing errors and improved vendor relationships.
- Assisted in the preparation of the annual budget, resulting in a more accurate forecast and a 10% reduction in variances compared to the previous year.
- Conducted thorough internal audits, identifying and resolving discrepancies that led to a 20% improvement in compliance with accounting standards and regulations.

### Junior Accounting Assistant at Clark Nuber, WA

Jul 2022 - Apr 2023

- Successfully managed and reconciled over 50 client accounts on a monthly basis, leading to a 99% accuracy rate and contributing to a 20% increase in overall client satisfaction.
- Streamlined the financial reporting process by implementing new software, resulting in a 30% reduction in time spent on report generation and a 15% decrease in errors.
- Assisted in the preparation and filing of 200+ tax returns during the busy tax season, ensuring 100% compliance with state and federal regulations and helping the company achieve a record-breaking revenue growth of 25% in that year.

## Education

### Associate of Applied Science in Accounting at Bellevue College, Bellevue, WA

Aug 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Accounting Information Systems, and Business Law.

## Certificates

## Details

[thekla.loreto@gmail.com](mailto:thekla.loreto@gmail.com)

(795) 095-8283

1234 Evergreen Lane, Seattle, WA 98101

## Links

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

## Skills

QuickBooks proficiency

Excel mastery

Data analysis

Financial reporting

Bookkeeping expertise

Payroll management

Tax preparation

## Languages

English

Portuguese

## Hobbies

1. Solving puzzles and brain teasers
2. Reading finance and business books
3. Practicing calligraphy and handwriting improvement