Bozena Ciechon

203-751-5461 | bozenaviki57@gmail.com | Shelton, CT

***Bookkeeping » Accounting » Auditing***

Highly organized and detail-focused **Accountant** capable of accurately and efficiently supporting overall accounting activities. Knowledge of accounts payable and receivable, payroll, general ledger postings, and invoicing. Analyze cost control, providing timely and frequent financial information that supports corporate goals and objectives. Identify and implement improvements to streamline processes and increase efficiency.

***Technical Skills****: QuickBooks MS Office (Word, Excel, PowerPoint)*

CORE COMPETENCIES

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| **General Ledger**  **Budgeting**  **Financial Analysis** | **Invoicing**  **Forensic Fraud Accounting**  **Risk and Return** | **Balance Sheet**  **Income determination**  **Valuation** |

EDUCATION

**Associate of Science Degree, Accounting, GPA 3.6/4.0 -** Housatonic Community College, Bridgeport, CT (2021)

***Relevant Coursework:***

*Forensic Fraud Accounting –* Analyzed, interpreted, and summarized complex financial and business issues. Assessed cases and videos to identify body language and other critical information. Learned about white-collar fraud and how to investigate it properly.

*Intermediate Accounting II –* Exercised the use of valuation and disclosure practices pertaining to non-current assets, liabilities, and stockholder’s equity.

*Principles of Financial Accounting* – Learned accounting procedures related to the recording, measurement, and communication of the business entity's financial data. Identified income and developed financial statements.

*Principles of Managerial Accounting –* Planned, implemented, controlled, and evaluated entities’ financial performance. Analyzed cost behavior and control and the preparation of budgets as a management tool.

*Principles of Finance –* Acquired knowledge of financial statement analysis, time value of money, risk and return, valuation of corporate bonds and common stock, cost of capital, capital budgeting, short-term financing, cash budgeting, and financial markets.

*Accounting Software Applications –* Simulated accounting applications on microprocessors for general ledger, accounts receivable, accounts payable, and payroll. Used Excel financial functions, including PPV, FV, NPV, and Pivot tables.

*QuickBooks –* Learned how to create company files, service, and invoice items. Add accounts, new customers, and jobs to customers. Prepared and paid invoices, received payments, sales receipts, and bills for vendors. Wrote and printed checks, debit, and credit transactions. Fixed banking transactions, and created sales tax and paychecks.

EXPERIENCE

**HOUSEKEEPING •** RESIDENTIAL PROPERTIES; Monroe, CT 2000 to Present

* Process billing on all customer accounts.
* Ensured all assigned areas of home are clean and neat.
* Vacuumed, dusted, and mopped floors and changed and laundered linens.