**ADRIAN YOUNG, CPA**

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**ACCOUNTING & FINANCE PROFESSIONAL**

Financially and operationally driven accounting professional with demonstrated expertise managing financial reporting, audit and compliance, AP/AR, GL, and taxation functions for corporate finance entities.

Accounting | Revenue & Profit Growth | Stakeholder & Client Relations | Financial Management | Best Practices & Processes | Financial Governance | Process Improvement | Regulatory Compliance | US GAAP Compliance | SEC Reporting | GL, A/P, & A/R | Audit & Controls | Reconciliation | Variance Analysis | Cash Management | Taxation | SAP | Oracle | QuickBooks | Sage 50 | Xero | Excel | Word | PowerPoint

**WORK EXPERIENCE**

**Smithfield Real Estate Corporation, Orlando, FL • Accountant, Corporate Real Estate Services • (06/2017) - Present**

Perform accounting functions and execute cash management functions, supporting a 15-property REIT portfolio, including A/P, A/R, GL maintenance, reconciliation, audit compliance, variance analysis, and financial reporting. Create financial statements and serve as primary liaison to internal and external auditors charged with ensuring compliance with regulatory guidelines.

* Drive process improvement initiatives; decreased the month-end close time 65% by leading a process redesign; implemented reporting best practices and a new chart of accounts, and deployed procedures in compliance with GAAP, SEC, and corporate guidelines.
* Oversee the fixed asset system, including the maintenance of capital asset records, policies, disposals, and transfers, and the calculation of monthly depreciation values, adhering to capitalization and depreciation policies.
* Collaborate with the audit team to redesign and improve internal control processes, reducing process turnaround time by 60%.
* Deliver accounting and financial reporting presentations, incorporating variance analysis with detailed explanations to senior management, audit committee, and the board of directors to support strategic planning and decision-making.
* Verify real estate taxes are paid in the appropriate period and ensure escrowed funds meet taxation needs.
* Recognized for performance and success, receiving accolades from key leaders for consistently exceeding expectations.

**Johnson Properties, LLC., Tampa, FL • Commercial Property Manager • (01/2014 - 05/2017)**

Improved business profitability and grew revenue across a 5+ million square foot office, retail, and specialty real estate facility, leveraging operational procedure and compliance standard expertise. Managed new space, office build out, and interior and exterior improvement projects, enhancing on-time project completion rates by analyzing capital budgets, monthly accruals, closing reports, and variances.

* Administered operating and capital budgets of $15+ million across 5 portfolios, prepared bonus summaries, and created month-end reports and leasing summaries; prepared letters, memos, monthly lease activity reports, and quarterly financial reports.
* Captured $15,000 in annual cost savings by proposing and executing a lighting retrofit initiative across three buildings.
* Reconciled rent accounts, ensuring adherence to lease terms; partnered with brokers, asset managers, and landlords to resolve issues.

**Johnson Properties, LLC., Tampa, FL • Property Administrator • (01/2012 - 12/2013)**

Processed and managed building service requests, ensuring timely resolution, and coordinated repairs and renovation projects. Managed tenant and vendor data, including certificates of insurance, compliancy verification, contracts, leases, and management agreements.

* Generated a utility income increase of 45% within 2 months by designing and deploying an enhanced bill back process.
* Improved maintenance and compliance verification by designing a certificate of insurance data tracking system.

**James & Associates, Tampa, FL • Accounting Associate, Taxation Services • (06/2010 - 12/2011)**

Prepared and delivered individual, partnership, trust, estate, and gift tax returns for high-net-worth clientele. Advised clients on business and personal tax matters to mitigate taxation liability while ensuring compliance with all regulatory guidelines.

* Contributed to clients’ IRS and state notices and responded to calculation, tax estimate, and IRA distribution inquiries.
* Assisted in government tax audits, federal disclosures, tax notices, and correspondence; ensured adherence to all tax filing deadlines.

**EDUCATION AND CERTIFICATIONS**

Southern Florida University, Tampa, FL • Bachelor of Science in Finance

(2010)

Resume written by [Erin Kennedy, CPRW](https://www.linkedin.com/in/erinkennedycprw/)