

Lauren Lee

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SUMMARY OF QUALIFICATIONS

I am a proactive and results-driven CPA and financial analyst with over 1 year of increasingly higher-level experience in accounting, including AP & AR, general ledger, accounts reconciliation, budget preparation and variance analysis, financial statement reporting, financial statement variance analysis and auditing. Having basic knowledge of accounting and finance and experience with full-cycle accounting at CBRE, the world's largest real investment services firm, I am confident I will be able to succeed in an accounting or financial analysis capacity at your firm.

TECHNICAL SKILLS

Skills: GAAP accounting, financial statement forecasting, financial statement auditing, valuation, budget report preparation, tax preparation, data analysis, statistical modeling, machine learning, SQL, Python, CPA, CFA

Software: Advanced proficiency in Excel, ERP systems, Yardi, MRI

EXPERIENCE

Accountant - CBRE Inc, Boston, MA

Jan 2019 - June 2019

CBRE Group, Inc. is a commercial real estate services and investment firm. It is the largest company of its kind in the world.

- Managed 5+ assigned commercial properties with over \$1M+ monthly income and prepared monthly package of reports for clients including standard financial statements: income statement, balance sheet and cash flows as well as miscellaneous reports specific to the real estate industry such as aged receivables and schedule of monthly cash receipts and expenditures.
- Reviewed each property manager's monthly accruals for expenses such as utility bills and made corrections if necessary and recorded miscellaneous complex journals each month, ensuring completeness and accuracy of such journal entries.

Gap Year to Recover from Injuries

Jan 2018 – Dec 2018

- Took a year off from work to recover from injuries to my foot and hand sustained while playing sports.

Tax Accountant - Public Consulting Group, Medford, MA

Jun 2017 - Dec 2017

Founded in 1986 and headquartered in Boston, Massachusetts, PCG helps primarily public sector health, education, and human services organizations make measurable improvements to their performance and processes.

- Specialized in preparation of tax returns for Missouri, West Virginia and Indiana.
- Conducted research on a periodic basis in federal, state and local corporate tax reporting guidelines, precedent court cases, and changes in tax codes to ensure current tax compliance guidelines are met.
- Utilized Navision tax software to prepare 5000+ federal, state and local tax returns, including Forms 940 and 941 for clients.
- Created and simplified tax return Excel templates to increase efficiency by 10% and saved 2+ hrs.

EDUCATION

New York University Stern School of Business, New York, NY

- M.S. in Public Accounting (Honor List) & B.S. in Finance and Accounting - Graduated in December 2016

SAT: 2400/2400

CERTIFICATES AND AWARDS

Certificate Public Accountant (licensed in the state of Washington)

2020

Dean's Honor List, New York University Stern School of Business, New York, NY

2016

NYU Table Tennis Team; Third in the 2013 nationals