

# RAYMOND HYNES

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## ACCOUNTING AND FINANCE ASSISTANT

Rookie of the Year, ready to enter the corporate world to maximize the knowledge acquired during college years combined with enriching experience gained in associations and internships.

### VALUED ADDED:

- Sharp analytical skills: Identified an error in billing calculations successfully halting a 4% historical discrepancy in miscellaneous expenses.
- Customer service champion: Intervened in a client dispute and suggested changes to the original agreement retaining the second most important account.
- Skilled writer in English and Spanish: Translated and proofread multiple business documents avoiding external service fees.

"Raymond is an innate leader. I see him growing into supervisory positions within a short period, not only for his intelligence but for his charisma and high work ethic." – HR Manager, FA Accountants

### KNOWLEDGE AREAS



Account Analysis  
Bank Reconciliations



A/P & A/R Processing  
Inventory Systems



Financial Reporting  
Payroll & Bookkeeping



### VALUE-FILLED INTERNSHIP EXPERIENCE

FA ACCOUNTANTS, SPRINGFIELD, MA

2016 – 2017

#### INTERN

Oversaw accounting and administrative functions at a CPA firm with a portfolio of 120+ clients across several industries including insurance, healthcare and manufacturing with up to \$100M in revenue, each with varying legal requirements and business dynamics.



- Collaborated in a project to implement an inventory system for a major local distributor which achieved 99% accuracy and 25% reduction in warehouse space.
- Updated the accounting books for five recently acquired accounts, automated functions by implementing Peachtree and trained 45 associates.
- Created several spreadsheets to measure auditor productivity and track engagements which resulted in 15% reduction in non-billable hours.
- Selected for the internship with four other students out of a pool of 80: received the Rookie of the Year Award and several cash prizes.

### LEADERSHIP HIGHLIGHTS

DELTA KAPPA EPSILON FRATERNITY, BOARD MEMBER

2014 – 2016



- Coordinated social and philanthropic events leading a 10-member committee; executed 80 events with a \$12K budget, establishing a fraternity record.
- Addressed an outstanding debt of \$20K; strengthened collection efforts with other colleagues and implemented strict expense control, reducing overall debt by 90%.
- Designed an 8-week educational program on mission, duties and responsibilities that impacted 26 new fraternity members.

### EDUCATIONAL BACKGROUND

IVY LEAGUE UNIVERSITY, BOSTON, MA

DEC. 2016

BACHELOR OF BUSINESS ADMINISTRATION, MAJOR IN ACCOUNTING (GPA: 3.90)

### PROJECT SUMMARY:

Raymond is the son of one of my oldest clients. The difference between father (Sales VP) and son impressed me greatly, since he is an introvert and gets uncomfortable promoting himself. I had to transform the interview into a conversation on how tough college life can be and the fact of not having much work experience. To my surprise, he started sharing excellent stories and anecdotes which made me realize that I had a recent graduate with a solid profile in front of me. I balanced his college life and internship, and even though some points are not related to his field of study, they accentuate his tenacity and leadership.