



## Professional Summary

Diligent and detail-oriented Accountant who desires to understand and focus on public accounting. Equipped with a solid understanding of accounting principles, tax regulations, and financial reporting. Adept at utilizing advanced software tools, including Excel and accounting software, to streamline processes and enhance accuracy. Eager to apply theoretical knowledge and practical skills to contribute to a dynamic organization while continuously expanding my development in the ever-evolving accounting field.

## Education

<b>Florida Atlantic University</b> <i>Master of Accounting, Forensic Accounting (GPA 3.83)</i>	<i>Fort Lauderdale, FL December 2023</i>
<b>CPA Candidate-Eligible Hours: 150 Completed</b>	
<b>Nova Southeastern University</b> <i>Master of Business Administration, Concentration: Entrepreneurship</i>	<i>Fort Lauderdale, FL May 2016</i>
<b>Nova Southeastern University</b> <i>Bachelor of Science in Business Administration</i>	<i>Fort Lauderdale, FL July 2013</i>

## Work Experience

<b>NextEra Energy</b> <i>Accountant</i>	<i>Juno Beach, FL January 2023-Present</i>
<ul style="list-style-type: none"><li>Assist with month-end financial reports. Post journal entries. Participate in special projects and facilitate with forecasting.</li><li>Reconciled accounts: researched variances and discrepancies to allocate funds appropriately.</li><li>Maintained paperwork before and after the audit process and reviewed accounting corrections.</li><li>Ensured compliance with “Best Practices” based on Generally Accepted Accounting Procedures (GAAP), FERC and SOX.</li></ul>	
<b>BDO USA, LLP</b> <i>Client Services Representative / Accountant</i>	<i>Miami, FL April 2021-December 2021</i>
<ul style="list-style-type: none"><li>Identified accounting and auditing issues: performed research to solve issues identified as part of the day-to-day workflow.</li><li>Monitored several accounts as standard operating procedures and systems of internal control.</li><li>Created graphs, tables, and spreadsheets utilizing Excel predominantly for presentations, reports, letters, and documents.</li><li>Provided recommendations for process improvements; developed training manuals while streamlining solutions.</li><li>Generated reports to analyze data and identify discrepancies. Implemented automation. Bill pay services.</li></ul>	
<b>Eisner Amper LLP</b> <i>Paraprofessional / Accountant</i>	<i>Miami, FL July 2019-April 2021</i>
<ul style="list-style-type: none"><li>Evaluated the accuracy of allocations, contribution &amp; distribution of revenue, and expenses for a portfolio of High-Net-worth Clientele. Developed, maintained, and reviewed budgets for recommendations for the effective use of capital.</li></ul>	



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## Eisner Amper LLP

Miami, FL

### Paraprofessional / Accountant

July 2019-April 2021

- Reviewed and analyzed data to prepare Financial Statements, Cash Flow & Budget. Researched alternative investments.
- Compiled reports for month-end and year-end comparison. Completed write-ups, reconciliations, and adjusting entries.
- Trained and supervised new, incoming staff to ensure consistency of service and adherence to policies and procedures.

## Charter Schools of Excellence

Fort Lauderdale, FL

### Manager / Bookkeeper

September 2015-February 2018

- Prepared complex documents, progress reports, and financial statements for reporting and decision-making.
- Supported Controller, administering company-wide payroll, Florida Retirement System plan, grants, bonuses, managing banking/cash flow, and executing risk management. Tracked revenue and expenses to prepare Financial Statements.
- Reviewed, monitored, and approved service contracts based on budget and company goals. Verified all delivery receipts against issued purchase orders. Received, verified, and entered all requisitions in the inventory system software.

## Community Involvement

### Beta Alpha Psi (BAP)

Lifetime Member

August 2022-Present

Past Community Service Director

Spring 2023

### Accounting Student Association (ASA)

Lifetime Member

August 2022-Present

Current Marketing Director

Fall 2023

Past Membership Director

Spring 2023

Past Compliance Officer

Fall 2022

## Skills

**Technical Skills:** MS Office, Office 365, MAC OS, Adobe DC, Xero, Bill.com, Quickbooks Online (QBO), Quickbooks Desktop Enterprise, Accountant, Quicken, Turbo Tax, PeopleSoft, Salesforce, ERP, SAP, Citrix, ADP, Paychex, Workday.

**Florida Notary Public**

January 2016-Present

**Languages:** Fluent in English and Spanish