

# NAME

LOCATION  
EMAIL | PHONE

## EDUCATION

STATE UNIVERISTY

2015-2019

City, State

Bachelor of Business Administration

**Comprehensive Accounting Major**  
**Information Systems Minor**

- Cumulative GPA: 3.95

## WORK EXPERIENCE

Mid-Sized Public Accounting Firm

City, State

**Senior Associate**

08/2021-Present

**Staff Associate**

01/2020-08/2021

- Assist and lead audit engagements from planning to financial statement issuance
- Delegate and aid audit team's assigned engagements
- Maintain high attention to detail while working in a fast-paced environment
- Extensive use of Excel to prepare audit support documentation
- Communicate efficiently and effectively with all levels of audit team

College Housing and Residence Life

City, State

**Front Desk Manager/Desk Clerk**

08/2015-12/2019

- Conducted meetings with 30+ employees
- Supervised and trained front desk workers
- Recorded cash deposits, reconciled actual sales to electronic records
- Monitored product inventory levels, placed product orders

Movie Theater Name

City, State

**Cashier**

2013-2015

- Conducted cash transactions, provided customer service
- Maintained high productivity in fast-paced environment

## CERTIFICATIONS

- Certified Public Accountant- (State)

Active from 2021|