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|  | Uzooma  Utti |

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| Los Angeles, CA 90015, 8108775303, uzoutti@gmail.com |

**Professional Summary**

Meticulous Auditor and Business owner promotes years of audit coordination, documentation expertise, and IT Technical Support. Skillfully identifies and resolves discrepancies and implements process improvements to reduce errors. Enforces compliance to mitigate corporate risk. Reduces company costs by personally handling IT and office support roles. A dutiful problem solver first and foremost with a strong desire to take on new and difficult challenges that arise in any field.

**Skills**

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| * Business management | * Audit reporting | * Issue resolution |
| * Statement review | * Audit support | * Data collection |
| * Records maintenance | * Report preparation | * General ledger accounting |
| * Asset utilization analysis | * Microsoft Office | * IT Support Troubleshooting |
| * Microsoft Server 2016 | * PC Building | * Ability to take orders and learn |

**Experience**

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| Business Owner  Highrise Premier Rehabilitation Services | Los Angeles, CA | June 2018 - Current |

* Supply concierge rehabilitation services to the Downtown Los Angeles area

         -  Services include Physical Therapy, Occupational Therapy, and Nursing

* Secure clients and contracts for agents working in company
* Manage all records, finances, and IT support personally
* Provides excellent customer support and care for all clients

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| Auditor  Lucas, Tucker & Co. | Mount Vernon, NY | September 2009 - August 2013 |

* Reduced nonconformances using complex root-cause analysis and corrective action planning.
* Facilitated strong lines of communication with senior management to actively present audit findings and recommendations.
* Supported compliance with regulatory and quality standards through well-executed 501c3 audits.
* Compiled exhaustive financial statement records for planned audits, with proficient use of Microsoft office tools such as Excel and Access.
* Managed office workflow by taking calls, setting up appointments, and handling all correspondences by mail, email,and in-person
* Reduced costs by personally handling most IT Support technical jobs such as, troubleshooting software, hardware, printer, and network issues whenever they arose

**Education**

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| Some College  Westchester Community College, Valhalla, NY |

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| None  Xavier Medical School, Oranjestaad, Aruba |

**Certifications**

Google IT Fundamentals Certification

Currently: Studying for Comp TIA A+ Certification