

ROBERT SMITH

IT Audit Intern

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Seeking a temporary position in Accounting or full-time Audit Internship to further develop my skills. Working toward earning CPA & CFE certifications as well as Masters in Business Administration.

AUGUST 2014 - 2019

IT AUDIT INTERN - OFFICE OF THE AUDITOR GENERAL

- Developed working knowledge of auditing techniques, Illinois State government, professional auditing standards, and State fiscal practices.
- Served as a contributing member of an audit team, completing assigned duties of limited scope and communicating with the team leader concerning proper methods to be applied in the audit context.
- Conducted background research of agencies being audited, including examination of relevant statutes, rules and regulations.
- Traveled to audit site locations and obtains audit evidence.
- Performed audit fieldwork which includes visual examination of records and other items and preparation and organization of workpapers showing the results of audit examinations.
- Gathered, interpreted, compiled, and analyzed data pertinent to audits performed by the office.
- Reviewed data and other information pertinent to the audit.

2009 - 2014

AUDIT INTERN - ABC CORPORATION

- Worked as an Audit Intern during the 2012 busy season.
- Successfully worked with and assisted associates, seniors and managers in various audits of a number of clients.
- Duties primarily consisted of importing trial balance information, comparative analysis of low risk areas, compiled and/or completed various auditing work papers and check lists in addition to completing and first review of financial statement information.
- Became proficient in the use of the firms auditing software.
- Assisted in reviews, compilations and occasionally helped tax department set up individual tax returns.
- Successfully managed a full time position in addition to studying for and completing an online course after work hours..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Masters of Accountancy Candidate - (University of Illinois at Springfield - Springfield, IL)

SKILLS

Excel, Microsoft Office.