

Objective

Driven and detail-oriented accounting and auditing professional. Possess a work ethic that is surpassed by few. Experienced in recording journal entries, adjusting entries, and preparing financial statements.

Skills

Proficient in Microsoft Office Suite, Lotus Notes.

Work Experience

Jr. Audit Intern

ABC Corporation - June 2015 – August 2015

- Audited more than 35 school activity fund accounts.
- Conducted a detailed analysis of over 30 accounts per week to ensure compliance.
- Prepared detailed work papers complete with adequate supporting documents.
- Reported all violations of the policies outlined in the financial procedures manual.
- Effectively balanced the activity fund book balance to the bank balance.
- Developed Work Papers and Record of Audit Findings Executed background checks of clients.
- Audited the financial statements and MD&A of several companies.

Audit Intern

ABC Corporation - 2014 – 2015

- Analyzed financial statements of North Carolina State Hospitals.
- Conducted multiple phases of audits including analytical procedures and fieldwork.
- Prepared working papers to document scope and findings in accordance with multiple standards.
- Reviewed Medicaid provider claims and payments to identify and calculate over / underpayments.
- Tested prescription drug events to verify adherence to Medicare guidelines.
- Consolidated lists of prescription drug pricing..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Business Administration in Accounting - (University of Houston Downtown, College of Business - Houston, TX)