

# Robert Smith

## *Sr. Audit Intern*

### PERSONAL STATEMENT

Dedicated honors Accounting/Finance student, offering skills and knowledge in bookkeeping, data entry, budgeting, tax and financial planning. Possess high attention to detail, organizational and management skills, seeking efficiency and optimization of work.

### WORK EXPERIENCE

#### ***Sr. Audit Intern***

**ABC Corporation - January 2000 - April 2000**

##### *Responsibilities:*

- Planned, administered and managed audit engagements in a variety of industries.
- Supervised, trained and evaluated professional staff.
- Managed several audit teams at once, improving the ability to multi-task while maintaining an organization of each audit and audit team.
- Worked closely with all levels of management, facilitating good communication skills and the ability to be a team player.
- Created new audit files for numerous first-year clients of the Firm, providing efficient ways to perform audit procedures, freeing up time for additional valuable services to be provided to the client.
- Acted as an organizational resource, providing information and guidance to new employees to assist in the transition from student to professional life.
- Supported financial statements audit as part of a seven-member audit team, and performed substantive testing procedures for a public company and its four subsidiaries.

#### ***Audit Intern***

**Postlethwaite & Netterville - 1998 - 2000**

##### *Responsibilities:*

- Audited the areas of various industries, governments, Not-For-Profit, SOX 404, Louisiana Tax Credit, and performed a Compilation.
- Perform tests of internal controls and substantive tastings.
- Identify and communicate accounting and auditing matters to seniors, managers, and partners.
- Tested account balances.
- Communicate matters of test work with clients.
- Prepare PBC (Provided by Client) lists and confirmation requests.
- Document audit procedures and cross reference work papers..

### Education

B.B.A. in Accounting - (Texas A&M University)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

MS Excel, MS Office, MS PowerPoint, MS Word, Photo Shop.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)