

# cayla pruet

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## Qualifications

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Hands-on, results oriented professional equipped with 2 years of client service in financial planning and management at Portland's most acclaimed public accounting firm, as well as a background of 3 years in event coordination and leadership at Azusa Pacific University. Proven record in organizational and multi-tasking prowess. Demonstrates a unique combination of technical and leadership acumen. Exhibits strong interpersonal skills as well as a distinctive aptitude for problem solving.

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## p r o f e s s i o n a l e x p e r i e n c e

MOSS ADAMS, LLP • Los Angeles, CA/Portland, OR

### TAX ACCOUNTANT

MARCH 2011 - PRESENT

- Provide a full spectrum of client services from tax planning and research to return preparation for corporate, partnership, international and individual returns.
- Collaborate with fellow staff and management to identify optimal solutions to tax planning issues.
- Actively juggle numerous complex projects simultaneously in a high-paced, challenging environment to meet strict deadlines.
- Partner with firm recruiter to identify strong potential candidates for hire through participation in on-campus recruiting events, in-house interviews, and additional firm-sponsored recruiting programs.

### AUDITOR

OCTOBER 2010 – MARCH 2011

- Tested client's internal controls to determine their effectiveness to protect against potential fraud.
- Reviewed clients records and financial statements to determine whether they were in line with GAAP and materially accurate.
- Worked on location directly with clients as a part of a team, building strong working relationship with the client and helping them identify areas of weakness and ways to improve internal structures.

24 HOUR FITNESS • Glendora, CA

### SERVICE REPRESENTATIVE

FEBRUARY 2007-APRIL 2010

- Responsible for single-handedly running the front-desk smoothly during high-traffic times.
- Cheerfully and promptly greeted and attended to the needs of members and guests.
- Answered phone calls and operated the register ensuring prompt customer service and appropriate, accurate handling of funds.

AZUSA PACIFIC UNIVERSITY • Azusa, CA

### RESIDENCE LIFE INTERN

AUGUST 2009-MAY 2010

- Organized largest Residence Life fundraiser of the year: Student Care Packages. Included mailing out order forms to the parents of all on-campus students, receiving orders, keeping track of orders and specifications, corresponding funds, as well as the assembly and distribution of hundreds of Care Packages to students.
- In charge of planning, spearheading, and executing numerous events and programs for the campus Directors and Advisors.

### RESIDENT ADVISOR

AUGUST 2007-MAY 2009

- Directly accountable for 25+ students for whom I planned weekly living-area events, facilitated community, and informally mentored.
- Successfully spearheaded campus-wide Yacht Club event from initial vision to execution. Delegated roles to fellow staff members, oversaw setup and décor, the event, and tear down. This first time event has since become an annual occasion.
- Exemplified and enforced university policies, standards and values. Handled disciplinary action with care.

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## o t h e r e x p e r i e n c e

OFFICE OF WORLD MISSIONS • Azusa, CA

### TEAM LEADER

NOVEMBER 2009-JUNE 2010

- Co-led a team of 6 students on a 6-week mission's trip to Ghana, Africa to serve various struggling communities in the local Tamale region. Responsible for organization of trip, student's projects and safety, finances, as well as decision-making throughout course of the trip.

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## e d u c a t i o n

AZUSA PACIFIC UNIVERSITY

Bachelor of Science • Accounting – Azusa, CA

MAY 2010