

# Amanda Huntington

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## EDUCATION

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- **California Polytechnic University, San Luis Obispo** San Luis Obispo, CA  
*Bachelor of Science in Business Administration* Sept. 2012 – June 2016  
Concentrations: Information Systems, Accounting;

## EXPERIENCE

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- **Frank, Rimerman + Co. LLP** San Francisco, CA  
*Senior Associate, Assurance and Advisory* Oct 2016 – Present
  - **General:** Gained comprehensive understanding of clients' technical or financial environments, operations, processes, and/or control environments and utilized that knowledge on projects.
  - **Administrative:** Participated in information technology and financial audits by assisting in planning, testing and corresponding delegation of duties, report compilation, and project administration
  - **IT Audit:** Conducted the testing of IT related controls under various frameworks to determine control effectiveness and to identify areas of control exceptions.
  - **Financial Audit:** Conducted the testing of various financial audit sections to provide reasonable and sufficient evidence necessary to form an opinion over the financial statements
  - **Communication:** Worked with engagement team to develop and communicate recommendations to clients for financial, IT and process improvements
  - **Teamwork:** Contributed to a positive working environment by building relationships with team members.
  - **Time Management:** Demonstrated flexibility in prioritizing and completing tasks while remaining engaged with internal and client management during the audit process.
- **Frank, Rimerman + Co. LLP** Palo Alto, CA  
*Accounting Intern* June 2015 – Sept 2015
  - **Rotational Program:** Interned at Frank, Rimerman + Co. LLP the summer of 2015 in the firm's rotational program, which offered the change to divide time between the departments of assurance, consulting and tax. Internship converted to full-time occupation upon graduation from university.
- **George G. Ross, CPA** Morro Bay, CA  
*Staff Accountant* Oct. 2013 – June 2016
  - **General:** Responsible for general accounting services for a variety of local business clients. Duties included the provision of bookkeeping and related services such as payroll processing.
  - **Tax:** Responsible for the preparation of individual and corporate federal and state tax returns, including corresponding coordination with the applicable governing entities.
  - **Nonprofits:** Responsible for obtaining and maintaining 501(c)(3) nonprofit status for local charities upon their formation and operation.

## RELEVANT SKILLS

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- **Languages:** SQL, L<sup>A</sup>T<sub>E</sub>X, VBA
- **Frameworks** SOC 1, SOC 2, SOX, GAAP, COSO
- **Interpersonal:** Adaptability, Teamwork, Self-motivation, Communication
- **Technologies:** Unix, AWS, Oracle, Salesforce, Relational Databases, Microsoft Office Suite
- **Certifications:** CISA (exam passed Oct. 2018; pending other certification requirements)