

Hope Anne Gofton

237 Kingston Ave • Brooklyn, New York 11213

email:goftonhp@gmail.com: (239) 398-8149

OBJECTIVE

To secure a full-time entry level position that will provide me with both learning opportunities and opportunities to contribute through teamwork, and application of my organizational, problem-solving, analytical skills, and interpersonal skills.

EMPLOYMENT HISTORY

Novo Nordisk, Inc. (www.novonordisk.com)

Accounting Intern, Unclaimed Property, Tax

Princeton, NJ

Summer 2012

Summer 2013

Supported the unclaimed property project, serving the financial accounts payable, payroll, and tax groups at NNI. At the behest of the CFO, this project ensured compliance for a single state unclaimed property audit as well as subsequent due diligence, reconciliation and reporting on approximately \$7.2MM in unclaimed property across all states.

While Unclaimed Property was main responsibility, other responsibilities included tax department assignments.

Unclaimed Property Project Duties:

- Reviewed SAP records to determine if outstanding checks have been reissued or voided with proper cause
- Developed and maintained a tracking system for unclaimed property reporting and ensured that all reports were filed in compliance with audit requirements in a timely manner
- Developed and presented a monthly update to senior management on the status of unclaimed property filings by state and audit compliance status
- Ensured due diligence by updating the excel listing of outstanding checks, filing due diligence responses received from vendors, and mailing replacement checks to vendors
- Served as a liaison with outside consultants

Tax Duties:

- Invited to return to Novo Nordisk for 2nd summer to lead and train new interns on SAP, continue unclaimed property project, and gain experience on new projects
- Filed Voluntary Disclosure Agreements with states in which Novo Nordisk held Unclaimed Property
- Filed state corporate tax returns
- Performed account reconciliations for U.S. and Canada
- Completed Sales & Use tax records and calculations
- Assisted with Meals & Entertainment Audit

Universal Orlando Resort (www.universalorlando.com)

Internal Audit Intern, Assurance & Advisory

Orlando, FL

Fall 2012

- Performed testing of internal control procedures for Sarbanes-Oxley requirements
- Performed non-complex testing for external audit requirements and routine testing for certain Internal Audit projects
- Maintained repository for control testing and audit projects
- Updated documentation of key controls
- Compiled reports of audits, in addition to verifying signatures and supporting documentation
- Client interaction with various internal departments

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EDUCATION

The University of Central Florida

B.S.B.A, Accounting

GPA: 3.1 of 4.0

Gold Medallion Scholarship Recipient

Orlando, Florida

Graduation August 2014

Dean's List - Spring 2010 through Spring 2012

SKILLS

Proficient in SAP and Quickbooks

Proficient in Microsoft Access, Excel and PowerPoint

Proficient in Corptax

Excellent interpersonal, communication, and customer relations

REFERENCES:

Heather Lee Whipple

Decision Resources Group

VP, Strategic Consulting

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Jim Diefenbach

Novo Nordisk Inc.

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