

17405 N.W. 8<sup>th</sup> Street  
Pembroke Pines, FL 33029

August 13, 2011

To Whom It May Concern:

My name is Kelly Weigel. I am in the process of relocating after graduation. I am actively seeking full-time employment with the team of Experis.

I recently graduated from the University of Florida in May of 2011, receiving my Bachelor's of Science in Accounting. I am enrolled in classes for the upcoming Fall semester at Florida International University, where I plan to complete the additional courses required for Certified Public Accountant eligibility. I will have fulfilled my 150 hours of upper level accounting courses as of Fall 2012.

This summer, I was employed with Protiviti, Inc. as a Process Intern, where I worked for the past two months. I firmly believe that my knowledge and working experience will allow me to excel as a professional in your company.

If I can provide any additional information, please feel free to contact me at your convenience.

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Kelly A. Weigel

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## Kelly A. Weigel

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### OBJECTIVE

To provide a superior client experience utilizing knowledge, skill and an unparalleled work ethic in a challenging team environment.

### EDUCATION

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Bachelor of Science	May 2007 – May 2011
Major in Accounting	
University of Florida	Gainesville, Florida

### WORK EXPERIENCE

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<b>Process Intern, Protiviti Inc.</b>	<b>June 2011 – August 2011</b>
<b>Fort Lauderdale, Florida</b>	

- Interview process owners to identify key risks and controls
- Document process narratives
- Perform walkthroughs and test key controls to evaluate control design and operating effectiveness
- Analyze financial statements by performing audit procedures specific to each engagement
- Document and communicate results of testing procedures
- Develop a professional working relationship with both audit team and client personnel

<b>Cottage Grove at Gainesville</b>	<b>November 2009 – August 2010</b>
<b>Leasing Consultant</b>	

- Gained valuable on the job training and hands on experience in sales, bookkeeping, tax and operations
- Developed strong interpersonal skills by answering telephones, leading tours and maintaining relations with lessees
- Attended management-led presentations on how to increase efficiency in sales, customer service and budgeting

<b>Royal Village Apartments</b>	<b>January 2009 - August 2009</b>
<b>Community Assistant</b>	

- Underwent a thorough selection process in which only a few residents were entrusted as community assistants
- Led monthly community events to promote a warm, friendly atmosphere among residents
- Attended monthly conferences with sister properties in order to boost sales and customer service satisfaction

- Developed relationships with co-workers and other professionals through teamwork, job training, and weekly sales meetings

#### PROFESSIONAL INVOLVEMENT

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##### **Kappa Alpha Theta Sorority**

##### **University of Florida**

- Developed leadership skills by planning service projects and sisterhood events
- Networked with a diverse group of young women to build lasting relationships

##### **Fisher School of Accounting Council**

**August 2010 - May 2011**

- Worked with other students and faculty to lead professional events

#### SKILLS

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Experienced at working in engagement teams to achieve specific audit goals

Exceptional written and verbal communication skills

Technologically adept with the ability to quickly learn new accounting software