

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

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

WORK EXPERIENCE

Process Intern, Protiviti Inc.	June 2011 – August 2011
Fort Lauderdale, Florida	

- 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

Cottage Grove at Gainesville	November 2009 – August 2010
Leasing Consultant	

- 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

Royal Village Apartments	January 2009 - August 2009
Community Assistant	

- 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

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

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