

ANDREA SMITH

123 First Boulevard, Augusta, ME 98765 a.smith@myemail.com (765) 567-7654

Detail-oriented auditor with 2 years of experience carrying out forensic financial analysis for the State of Maine. Exceptional mathematical aptitude with a proven track record for producing accurate and insightful documentation, Sound and objective judgment with the ability to spot anomalies and report findings clearly to management and stakeholders.

EDUCATION

BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION
(ACCOUNTING)

The University Of Maine, Augusta,
ME, September 2013 -June 2017

MASTER OF SCIENCE IN BUSINESS
ADMINISTRATION (ACCOUNTING)

Husson University, Bangor, ME,
September 2017 -June 2019

KEY SKILLS

- Legal compliance
- Report generation
- Attention to detail
- Strong communication and presentation skills
- Mathematical reasoning
- Team and independent working

PROFESSIONAL EXPERIENCE

STAFF AUDITOR

State of Maine, Augusta, ME
July 2019 - Present

- ◆ Rigorously compare assets to documentation, receiving praise 2x during performance reviews for attention to detail
- ◆ Assist with compiling and presenting recommendations to senior leadership in compliance with legal requirements
- ◆ Maintain up-to-date knowledge of state and federal law and Financial best practices by independently seeking professional development and reading publications, earning a workplace commendation in June 2020 for self-motivation and diligence
- ◆ Forensically examine reports and records for anomalies and document Findings with 100% accuracy

SHIFT LEADER

GameStop, Augusta, ME
January 2016 -June 2019

- ◆ Oversaw the sales and professional performance of up to 12 staff members and reported end-of-shiFt figures to the management team
- ◆ Maintained accurate sales records and identified trends, areas of success, and points for improvement
- Coached new hires to improve their customer service and sales skills
- Assisted with regular stock takes, input product quantities into the online database, and placed replenishment orders