

Tracy Q. Graduate

Permanent:

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OBJECTIVE: Auditor position in the public accounting field in the Chicago area.

SUMMARY:

- More than two years of progressive accounting and auditing experience.
- Auditor internship with Ernst & Young in New York City.
- Magna Cum Laude graduate with BBA in Accounting.
- Proficient with MS Office, Windows XP, and the Internet.

EDUCATION: Bachelor of Business Administration in Accounting, May 2008

Illinois State University, Normal, Illinois

Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken included:

Managerial Accounting	Corporate Audit and Reconciliation
Intermediate Accounting I & II	Financial Management
Accounting I & II	Internal Audit
Accounting for Not-For-Profits	Managerial Economics

EXPERIENCE: **Auditor Internship, May 2007 to August 2007**

Ernst & Young, New York, New York

- Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report.
- Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors.
- Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors.
- Received Employee of the Month award twice—first intern ever to win the award.

Accounts Payable/Bookkeeping Clerk, May 2005 to Present

Anytown Tax and Bookkeeping Service, Anytown, New York

- Assisted (via remote) with payroll, tax, and account processing.
- Developed automated monthly sales tax payment system.
- Implemented Rapid Tax Refund service for individual customers.

ACTIVITIES:

- Vice President, Student Accountancy Chapter, 2007-2008
- Treasurer, Beta Gamma Sigma honors society, 2007-2008
- Dorm Resident Assistant, 2006-2008