

Jezza Millin

PHONE: (123)456-7890 | EMAIL: ADDRESS@EMAIL.COM

OBJECTIVE

Seeking a job in a field of choice.

EDUCATION

Oglethorpe University, Atlanta, GA

Aug 2014 - Aug 2018

- Degree: Bachelor of Science with Magna Cum Laude honor
- Major: Accounting; Minor: Computer Science
- Major GPA: 3.85; Overall GPA: 3.84

EXPERIENCE

Global Payment, Alpharetta, GA

Sept 2017 - Present

Senior Internal Auditor

- Tested SOX and SOC controls
- Lead walkthroughs for SOX
- Performed Risk Audits in addition to SOX testing

Koch Industries, Atlanta, GA

Jan 2018 - May 2018

International Corporate Tax Intern

- Prepared tax returns (8858's and 5471's) and supporting schedules for foreign entities
- Prepared cash balances for tax provision and country-by-country tax reports
- Presented tax return (and explained yearly variances and activities) to the tax director
- Prepared advance Excel sheets to simplify, re-arrange, and calculate big data

Global Payment, Atlanta, GA

Aug 2017 - Jan 2018

Internal Auditor Intern

- Tested SOX related controls
- Helped audit payroll accounts within the company
- Prepared audit support requests from external auditors

Pathstone Federal Street, Atlanta, GA

June 2017 - Aug 2017

Tax Intern (Individual Tax and Wealth Management)

- Assisted in the preparation of individual, trust, and partnership tax returns
- Created financial reports for quarterly deadlines and meetings with clients
- Aided clients in misc. services (e.g. collecting W-9s from independent contractors)

Oglethorpe University, Atlanta GA

Jan 2017 - Aug 2017

Accounting Tutor

- Tutor for students in both Financial Accounting and Managerial Accounting

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OTHER SKILLS

- Proficient in Microsoft Office Suite – Word, Excel, Access, PowerPoint, Outlook, etc.
- Proficient in Google Suite – Drive, Sheets, Docs, Gmail, etc.
- Able to code complex macros/scripts in Excel and Google Sheets
- Programming skills in the following:
 - ACL
 - C
 - C++
 - Google Script
 - HTML & CSS
 - JavaScript
 - Python
 - VBA

HONORS & ACTIVITIES

Clubs

Student Government Association, <i>Senior Senator</i>	2017-2018
Accounting Society, <i>President</i>	2016-2018
Go GΣΣK Club (Business Startup/Tech), <i>Treasurer and Event Planner</i>	2015-2017
Oglethorpe's Yearbook Committee, <i>President and Coordinator</i>	2016-2018

Honors & Awards

Dean's List, 8 Semesters	2014-2018
Oglethorpe's Oxford Scholarship	2014-2018
Keith Baker Scholarship (Accounting)	2017
Ronald Carlisle Prize in Mathematics and Computer Science	2017-2018

Volunteer Activities

Blue Heron Nature Preserve, <i>Landscaper</i>	2014
Drew Charter School Play Day, <i>Group Leader</i>	2014
New American Shakespeare Tavern, <i>Waitress</i>	2007-2015