

**PROFESIONAL EXPERIENCE**

**Opportune LLP, Houston, TX**  
**Senior Consultant**

August 2018 – June 2019

**RSM US LLP, Houston, TX**  
**Assurance Senior Staff**

October 2017 – August 2018

- Planning, coordinating, managing and executing PCAOB and GAAS financial statement audits, specifically in the Oil and Gas, Oilfield Services and Manufacturing industries. Audit planning responsibilities include audit planning, risk assessment, managing budgets, managing report preparation and review, performing procedures on balance sheet and income statement, covenant compliance review of capital market transactions (debt and equity), analysis of individual account balance, project management and quality review procedures to ensure proper completion of audit files and documentation
- Coordinate and facilitate the performance of an integrated audit under PCOAB standards, specifically documenting financial and IT processes, risk and gap analysis, performing interviews with client personnel, performing internal control testing to include evaluation of financial systems, effectiveness and efficiency of business process controls, walkthroughs and testwork, reviewing narratives resulting in the identification of improvements and weaknesses in the company's business process controls and processes and drafted recommendations to management and communications to the audit committee
- Responsible for training, supervising, developing staff in areas of workpaper review, audit documentation, technical issues, research tools and computer efficiency

**Assurance Experienced Staff**

August 2016 – October 2017

- Performed an integrated audit of SEC registrants in Onshore Seismic and data acquisition services company including SOX testing, planning and completion phases of audits, and quarterly reviews
- Cultivated client relationships by recommending routine accounting functions, anticipating and resolving audit engagement issues, and facilitating the positive flow of information between the client and audit team members
- Initiated and participated in the overall planning, supervision, and review of attest and advisory engagements
- Performed substantive audit procedures including in-depth analytical review and detail testing of financial statements
- Executed advanced manipulation of raw data into useful well-presented analytics
- Coordinated with internal auditors for compiling financial statements and offer support as needed
- Support senior management's activities by creating a healthy work environment to ensure quality and optimum performance

**Professional Achievements**

- Achieved fast track promotion from an Experienced Level Staff to a Senior Associate as a result of demonstrated organization, dedication and business leadership abilities by being asked to in-charge multiple engagements during the first year of employment.

**Ernst and Young, Houston, TX**

**Assurance Staff**

January 2015 – August 2016

- Executing PCAOB financial statement audits, specifically in the Midstream Oil and Gas, Oilfield Services and Manufacturing industries.
- Analyzed, tested, and evaluated the internal control structure to determine the extent of reliance on the client's accounting system and to recommend the implementation of an effective internal control system
- Developed and monitored project budgets to include resource scheduling, reconciliation of actual hours, forecasting and justification of expected overages
- Performed and reviewed the substantive procedures on financial statements
- Conducted integrated audits of SEC registrants in Manufacturing and Midstream Oil & Gas industries filing 10-K, 10-Q and FERC forms
- Prepared management letters for clients regarding recommended improvements for their internal control structure, accounting systems and the overall efficiency of their operations
- Researched technical accounting matters and provided solutions for clients in the areas of PP&E and ARO

**State Street Corporation, Boston, MA**

**Accounting/Pricing Specialist, Associate**

December 2013 – December 2014

- State Street team member that manages a client base with over 2,500 funds and \$150 billion in assets.
- Reconciled fund share transactions and resolve discrepancies; calculate and process fund activities such as distributions, yields, expenses, income, and allocations.
- Provided support and manage projects in coordination with teams in India, Canada, and Poland.

- Reviewed and validate all daily activities in an accurate and timely manner while maintaining all required controls to ensure overall accuracy.
- Supported the production of fund Net Asset Values

## **EDUCATION AND PROFESSIONAL CERTIFICATIONS**

**University of Massachusetts Boston, Boston, MA**

January 2009 - May 2013

***Bachelor of Science in Management*** Concentration in Finance / Accounting

- Certified Public Accountant (CPA) candidate

## **Skills, Languages and Interests**

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- Bloomberg Certified;
- Proficient in Microsoft Office Suite and QuickBooks - Excel, Outlook, Word, PowerPoint, and Access
- Fluent in English and Russian