

# JANE PROFESSIONAL

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## SUMMARY

An internal audit professional with seven years' experience in supporting the audit team to perform compliance audit assignments. In this role, I have been able to provide independent assurance protecting the assets and sustainability of the business. I am looking forward to bringing my experience and skills to your organization and be a line of defense for the company.

## EXPERIENCE

### BOOKKEEPER, ACME INC.

#### 2019- PRESENT

- Hosted free education seminars for the finance team every 6 weeks to grow the team's capabilities.
- Maintained 100% general ledger account reconciliation in 2022, a 20% improvement.
- In financial year 2021, the team was able to implement 100% of audit recommendations made.
- In Q3 of 2022, decreased the time used for backtracking receipts from two weeks to three days by sourcing an expense management software with optical character recognition feature.

### INTERNAL AUDIT ASSOCIATE, ABC ASSOCIATES

#### 2016-2018

- Decreased contracts and payments uploading time from 2 hours in 2017 to 30 minutes in Q1 2018.
- Helped maintain a score above 89 for external audits conducted in 2017 and 2018.
- Obtained a CPA professional qualification to supplement the team.

## SKILLS

### Python

- Able to justify design decisions in code for data analysis.

### Looker

- Highly proficient in Looker for data visualization and sharing insights with other cross functional teams.

## EDUCATION

### Bachelor of Economics, ACME UNIVERSITY

September 2011- April 2015