

# FIRST LAST, CPA

[email@gmail.com](mailto:email@gmail.com) - phone number

## PROFESSIONAL EXPERIENCE

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### BIG 4

#### Audit Senior

Date - Present

- Lead all aspects of attestation engagements, including planning and substantive testing, drafting financial statements, and maintaining primary point of contact with clients.
- Supervise and train 5+ staff and interns across multiple engagement teams in all aspects of audit methodology and firm technology.
- Manage expectations across various engagement teams and managers during remote and in person working environments.
- Assist clients in navigating and documenting various FASB accounting pronouncements, including ASC 606 and ASC 842.
- Coordinate with multiple global component teams to test all material financial statement line items of a G500 Company with over \$35B in revenue.
- Assist clients in achieving IPO readiness by identifying gaps in control design and propose improvements to bolster the control environment.
- Review work papers of junior staff and coach them on best practices for ensuring accurate and complete documentation.
- Ensure quality of client deliverables and manage client relationships.

#### Audit Staff

Date – Date

- Complete risk assessment and create process narratives, test plans, walkthroughs, testing work papers, and audit reports for public and private clients in the manufacturing, software, not-for-profit, and healthcare sector.
- Identify control deficiencies and suggest practical business improvements to client management.
- Develop a strong understanding of complex business processes, including complex accruals, revenue, inventory, fixed assets, debt, and equity.

#### Audit Intern

Date – Date

## LICENSE & EDUCATION

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#### Certified Public Accountant

License No. XXXXX

#### Blah Blah Blah University; City, State

Master of Business Administration, Bachelor of Business Administration

## SKILLS & ORGANIZATIONS

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- Proficient with Microsoft Office and Access
- Volunteer with Local Org, Local Org, and Local Org