HUGH MANN

TOWNSVILLE, NY   (123) 456-7890   HUGHMANN@GMAIL.COM

Education

A.S. Computer Science – Local City College   *Expected Spring 2023*
- *Completed Coursework:* Intro to Computer Info Systems, Honors Intro to Structured Programming, Object Oriented Programming in C++, Data Structures & Algorithms, Database Programming (SQL), Discrete Mathematics, Calculus I, II, & III, Differential Equations

A.S. Accounting – Local City College   *May 2021*

B.A. Music Education – State University of New York   *May 2017*
- Cum Laude

Technology

- Languages: Python, SQL, C++, Visual Basic for Applications (VBA), Regular Expressions (Regex)
- Software: VS Code, Git, Alteryx Designer, Microsoft Excel (Macros), Power Automate
- Systems: Windows, Linux, MacOS

Experience

Big 4 Accounting Firm   *Oct. 2021 - Present*
Audit Associate
- Audited, analyzed, and tested financial statement information of SEC filing organizations with assets over $5 billion using modern data analytic techniques.
- Prepared datasets of entity-wide accounting transactions for analysis with Python and Alteryx.
- Automated routine administrative tasks across a Windows environment by developing custom scripts in Microsoft Power Automate to reduce manual interaction time.

Regional Accounting Firm   *Mar. 2021 – Oct. 2021*
Accounting Consulting Associate
Accounting Consulting Intern
- Completed routine accounting cycle tasks including cost allocations, bank reconciliations, and adjusting journal entries.
- Analyzed, summarized, and migrated two years of entity-wide accounting transactions into a new ERP system using Python and Microsoft Excel.
- Designed and programmed robotic process automation in VBA, Python and Alteryx Designer to improve efficiency for several routine tasks.

School District   *Aug. 2018 – June 2020*
Public School Music Teacher
- Successfully taught age-appropriate music curriculum, tracked student progress, and managed emotional and behavioral growth of over 180 students.
- Generated excitement for music program within schools through recruitment strategies, increasing music elective enrollment by 16% in one year.

State University of New York   *Jan. 2015 – June 2018*
Music Production Assistant
- Developed audio engineering, lighting design, and staging solutions for over 150 concerts with audiences of up to 800 patrons.