

Name

email@email.com

City, State

(123) 456-7890

WORK EXPERIENCE

Big 4

City, State

Audit Associate

Start – Present

- Collaborate with audit teams to complete financial statement audits for private clients in the real estate industry
- Perform audit procedures over complex accounting areas including real estate investments, debt, revenue, expenses, related-party transactions, and consolidations
- Maintain a strong client focus and develop working relationships with client management
- Lead weekly meetings with client management regarding outstanding audit requests
- Mentor and coach interns, review their work, and give constructive feedback
- Experience working with REITs with total assets of \$4 billion and revenues of \$475 million

Audit Intern

Start – End

- Assisted in audit planning and execution of substantive audit procedures for private clients in the real estate industry
- Effectively communicated with the audit team and client management
- Participated in various trainings to develop interpersonal and technical skills

Resort

City, State

Accounts Payable Clerk

Start – End

- Managed AP invoice system and processed hundreds of invoices daily
- Processed weekly check runs and performed month-end close procedures
- Maintained all cash balances held onsite. Processed employee reimbursements, managed petty cash, counted daily cash receipts, and prepared cash deposits
- Created positive relationships with vendors, reconciled account statements, and resolved disputes

Construction Company

City, State

Accounts Payable Clerk

Start – End

- Managed AP invoice system and performed three-way matching to verify supplier invoices
- Assisted with weekly check runs, month-end close, and employee reimbursements
- Created positive relationships with vendors, reconciled account statements, and resolved disputes

EDUCATION

State University

City, State

Bachelor of Science in Accounting, General Accounting

Start – End

- Cumulative GPA: 3.1/4.0; Major GPA: 3.3/4.0

ADDITIONAL INFORMATION

Skills: Microsoft Office, Google Suite, Alteryx

Certifications: CPA: All four exams passed. Pending experience requirement for licensure

Interests: Weightlifting, snowboarding, playing piano, reading