

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Entrepreneur - Company / Location

MONTH YEAR - Present

- **Bookkeeping:** Public accountants maintain bookkeeping for small businesses. They may do all or a portion of a business's books. Companies benefit from this because it makes it easier for public accountants to prepare their annual taxes.
- **Tax Preparation:** Public accountants manage the transactions of businesses during the year through bookkeeping and then prepare their taxes by identifying eligible tax deductions to reduce tax liability. They also work with individual citizens to prepare income tax returns.
- **Payroll Services:** Public accountants also manage payroll as a part of their services. They will calculate tax rates and withholdings and issue paychecks to employees on a business's behalf.
- **Tax Management:** A public accountant will also manage tax schedules for businesses to ensure tax obligations are met, such as quarterly and annual tax obligations. They may also ensure a business remains compliant with other related regulations.
- **Forensic Accounting:** This type of accounting reveals fraudulent activities. Public accountants investigate transaction patterns to uncover hidden transactions.

Internal Auditor - Company / Location

MONTH YEAR – MONTH YEAR

- **Risk Assessments:** Auditors evaluate risk exposure and suggest ways a business can mitigate risk and liability. This purpose is to protect a company's assets.
- **Reporting and Analysis:** Internal audits are often performed using reports and analytics from accounting systems. Internal auditors may audit payroll ledgers or accounts receivable aging reports to find discrepancies.
- **Procedures and Controls:** Internal auditing results in improvements to processes and the introduction of new controls to ensure accounting principles are followed.
- **Executive Leadership:** Internal auditors work with executive management and, in many cases, are a part of the executive management team because of their intricate role in influencing how the accounting department operates.
- **Annual Audit:** Publicly traded businesses must submit an annual independent audit. Internal auditors perform internal audits throughout the year and one large internal audit to ensure the company accounting process meets standards.

Project Experience

- **Process Manuals** – Internal auditors may lead process manuals and develop training material.
- **Internal Audit** – Auditors' main project is the annual internal audit of accounting and sales-to-order transactions.

Education

Master's Degree: - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor's Degree- SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Updated Tax Knowledge
- Reporting and Analysis
- Investigative
- Verbal and Written Communication
- Leadership
- GAAP

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Public Accountant
- Certified Management Accountant
- Certified Internal Auditor
- Certified Fraud Examiner
- Forensic Certified Public Accountant