

NAME

Contact : ###-###-####

@gmail.com

PROFESSIONAL EXPERIENCE

Risk Assurance – Senior Associate

December 2011 to Present

Previous positions held: Senior Associate –Financial Analyst; Assurance Audit Senior Associate

Big 4 firm, City, State

Assurance – Senior Associate

- Managed Assurance audit group of 25-35 associates
- Reviewed all assurance deliverables prior to filing including financial statements, results of testing procedures, and other audit evidence.
- Experience performing and reviewing risk assurance audit procedures (ITGC and Manual), conducting strategy analysis, and implementation of new controls
- Designed & implemented new forms and documents used firm-wide by assurance associates focusing on investment testing and financial services
- Experience performing in a project team which functioned from analysis phase through software design phase, testing, implementation and firm-wide roll out to the assurance practice
- Experience in business process analysis, financial due diligence, corporate valuation modeling and, management consulting through tour with Advisory group

Senior Associate – Internal Financial Analysis Position

- Provide financial analysis and ad hoc reporting in the areas of research, project maintenance, cost management, and operational analysis
- Create monthly Tax Executive Reporting Package comprised of month's financial analysis
- Perform ad hoc requests by building and maintaining both static and dynamic financial databases through utilization of SQL, VBA, and JavaScript
- Develop automated software solutions to streamline and drive continuous improvement to processes, systems, work flow, and financial reporting used to produce monthly and weekly reporting delivered to finance leadership

CPO Service Manager

May 2007 to Nov. 2011

Car Dealership during college, City, State

- Managed multiple repair teams and delegated repair work to technicians.
- Organized and maintained service of dealerships inventory
- Conduct daily status reports of inventory

EDUCATION

Regional Law School, City, State

Class of 2017

College of Law - **Juris Doctor**, Focus: Corporate Law

Recipient of Some Foundation Scholarship

State School, City, State

Class of 2010

College of Business, **B.S., Finance**

CERTIFICATIONS & LICENSES

- CISA Candidate
- Certified in Westlaw Research
- Lexis Legal Research Certification
- Lexis Professional Skills Certification

SKILLS

- Computer science engineering and CIS background
- Experience in Java, C++, HTML, VBA, Oracle, Essbase, SAP, and SQL
- Expertise in MS Word, Excel, PowerPoint, Outlook, Access, Visio, SharePoint, and Internet Explorer.

ORGANIZATIONS

- Association for Corporate Growth – City Chapter
- Charity legal aid organization – Provide pro bono legal services to elderly