

Resume Sample for position «Audit Associate»

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Bianka Crist

113 Shanelle Trail, Houston, TX ♦ Phone: +1 (555) 717 6365

EXPERIENCE

SENIOR AUDIT ASSOCIATE

Chicago, IL

05/2016 - present

- Review work performed by other staff and interacting with the Manager on client and team matters on a daily basis
- Supervise and review work performed by other staff and interact with the manager on client and team matters
- Identify performance improvement initiatives
- Identify performance improvement opportunities
- Develop and maintain productive working relationships with client personnel and assess clients'
- Assist in the creation of proposals and other new business development efforts
- Assist with business development activities, such as proposals, account teams, whitepapers, and/or other thought leadership materials

07/2013 - 01/2016 **EXPERIENCED AUDIT ASSOCIATE**

New York, NY

- Periodically oversee interns to provide work direction and review work assignments
- Performs the detail work of audits, reviews, some compilations, and other assurance service for clients
- Participate in client assignments from beginning to end, working closely with Senior Associates, Managers, and Managing Directors
- Develop and maintain an excellent working relationship with all levels of client staff to increase customer satisfaction and to strengthen client relationships
- Assist with business development activities: proposals, whitepapers, conferences, etc
- Work well with and demonstrate respect for colleagues at all levels and contribute to a positive work
- Work with team to develop new ways to solve client business problems

04/2007 - 03/2013

AUDIT ASSOCIATE

Philadelphia, PA

- Provide change management and communications support, and engage in general management consulting
- Provide financial analysis upon completion of fieldwork in an effort to improve client internal controls and accounting procedures
- Assist with financial statement, workpaper, and/or other report preparation
- · Assists with the implementation, execution, and monitoring of an effective quality assurance and improvement program
- Assist in the development of proposals and thought leadership documentation
- Assists in developing relationships with both business and individual clients
- Work closely with clients and staff to develop client and project risk assessments, implementations and recommendations

EDUCATION

NORTHWESTERN UNIVERSITY

Bachelor's Degree in Accounting

SKILLS

- Highly motivated, exceptional organizational skills and with excellent attention to detail
- Proven ability to be able to multi task, complete projects on time and on budget, and be able to adapt to changing priorities
- Proven ability to build strong relationships with stakeholders, learn quickly, be flexible and think strategically
- Knowledge of internal accounting controls and professional standards and regulations (GAAP, GAAS, Sarbanes-Oxley, etc)
- Strong ability to manage multiple projects and meet deadlines
- Strong communication and analytical skills Ability to work both independently and in a team environment
- Capable of working in a demanding, deadline driven environment with a focus on details and accuracy
- Solid analytical and diagnostic skills and ability to break down complex issues and implementing appropriate resolutions
- Solid understanding of basic accounting theory, tax and accounting practices

public and/or private company						