



Annalise Predovic

124 Dejuan Vista, Boston, MA ♦ Phone: +1 (555) 528 2968

EXPERIENCE

WINTER AUDIT INTERN HUD

Los Angeles, CA

09/2014 – present

- Become proficient in assisting clients with routine accounting functions
- Have a working knowledge of all microcomputer applications, which are routinely used
- Develop relationships with clients and employees
- Draft financial statements under prescribed format
- Prepare portions of compilation, review and audit engagements
- Become familiar with and adheres to the Firm's policies and procedures
- BA/BS, all majors are considered, concentration in Business Administration or Finance a plus

03/2010 – 08/2014

SUMMER AUDIT INTERN

Detroit, MI

- Audits are performed using a risk-based, process-focused approach that encompasses business strategy analysis
- Client service orientation
- Self-starting demeanor
- Perform financial audits and Sarbanes-Oxley (SOX 404) control reviews as part of an audit team under the supervision of an Audit Senior to ensure business unit financial statements and controls are in accordance with generally accepted accounting principles (GAAP) and Corporate policies and procedures
- Presently engaged in a master's program in Risk Management, Information Systems Audit and Control, Accounting and Information Systems (ACIS), or similar disciplines
- A willingness to commit to the full 10 week program (including social events) (June-August)
- Proficiency with personal computers as well as pertinent mainframe systems and software packages

08/2003 – 02/2010

AUDIT INTERN

Philadelphia, PA

- Excellent interpersonal, analytical, research, including basic knowledge of GAAP and GAAS rules, procedures and standards
- Presently engaged in a master's program in Finance, Accounting, Engineering, or similar disciplines
- Develop and maintain an excellent working relationship with all levels of client staff to increase customer satisfaction and to strengthen client relationships
- Participate in client assignments from beginning to end
- Identify and communicate audit issues, technical matters and improvement opportunities with senior associates, managers and partners to resolve client issues discovered during the audit process
- Actively participates in day-to-day business activities of an assigned business unit
- Contributes to one or more business unit initiative(s)

EDUCATION

CALIFORNIA STATE UNIVERSITY, FULLERTON

Bachelor's Degree in
Accounting

SKILLS

- Presently engaged in a master's program in Finance, Accounting, Engineering, or similar disciplines
- Relevant work experience is
- Client service orientation
- Self-starting demeanor
- Proven analytical ability and attention to detail
- Desire to contribute in a team environment
- Excellent written and oral communication skills
- Strong verbal and written communication skills
- Excellent analytical skills
- Detail oriented