



Kade Buckridge

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EXPERIENCE	INTERN, INTERNAL AUDIT SUMMER	Philadelphia, PA
12/2013 – present	<ul style="list-style-type: none">• Providing various assistance during the interim external audit fieldwork• Assisting with the creation of work products such as data analyses, basic audit workpapers and templates• Addressing and completing review notes resulting from all completed audit work• Demonstrates integrity, values, principles, and work ethic• Completing administrative tasks that support the Internal Audit Department• Completing research of technical and benchmarking matters• Conducting audit testing and presenting results	
04/2008 – 09/2013	INTERN, INTERNAL AUDIT	Dallas, TX
	<ul style="list-style-type: none">• Assist with researching best practices and development of work programs• Assist in development of reporting to units from Section 404 testing performed• Provide assistance with monthly close process through preparing and uploading journal entries and assisting with account reconciliations• Assist in preparing audit work papers that document and summarize audit procedures performed• Provide recommendations for improved audit and business processes and controls to enhance operational efficiencies• Perform research on audit topics and manage administrative tasks part of the audit cycle• Providing recommendations for improvements to internal controls and procedures to ensure process rigor	
02/2005 – 01/2008	INTERN INTERNAL AUDIT	Phoenix, AZ
	<ul style="list-style-type: none">• Assists and prepares internal control documentation and other audit documents to provide evidence of operating effectiveness of internal controls• Performs other duties (project and/or research work) as requested• Follow established standards to document workpapers in support of engagements• Learn how to perform audit functions as instructed by the “Internal Auditor In Charge.”• Document audit findings and formulate basic recommendations for improvement• Assist in the preparation of audit reports• Assist in planning, preparation and execution of Sarbanes-Oxley compliance testing and internal audit engagements under supervision of audit staff	
EDUCATION	UNIVERSITY OF KENTUCKY	Bachelor’s Degree in Accounting
SKILLS	<ul style="list-style-type: none">• Solid work ethic and creative ability to achieve identified goals, both individually and as a team player• Excellent analytical skills and comfortable in working with complex data, processes and systems to review and evaluate controls• Strong organizational skills with attention to detail• Excellent interpersonal and communications skills, both verbal and written; Ability to express themselves clearly and succinctly• Demonstrates organizational and prioritization skills, and ability to work effectively under tight deadlines, to meet project deliverables• Basic understanding of business operations with knowledge of auditing standards• Highly relevant work/internship experience and demonstrable interest in risk/audit• Maintain an attitude of professional skepticism• Perform quality assurance activities for completed projects within the department• Obtain working knowledge of audit methodology and approach of Corporate Internal Audit: risk assessments, process mapping	