

Arnold T. Auditor

(814) 555-7777

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EDUCATION

Clarion University of Pennsylvania, Clarion, PA (AACSB International Accredited)

Bachelor of Science in Business Administration, December 20XX

Major: **Accounting** and **Finance** (150 credit hours, CPA eligible)

GPA: 4.0/4.0

Overall QPA: 3.93/4.0

WORK EXPERIENCE

Auditor, Schneider Downs & Co., Inc., Pittsburgh, PA

January, 20xx-Present

- Conduct audit procedures on various financial statement account balances in accordance with U.S. Generally Accepted Auditing Standards
- Responsible for conducting and documenting SAS 99 client fraud interviews & SAS 99 journal entry testing
- Accountable for understanding and obtaining documentation relative to client control structures through internal control walkthrough procedure
- Entrusted with completing SAS 70 report documentation for placing reliance on other service auditor's reports
- Assisted engagement team in developing management recommendations surrounding internal control functions for a not-for-profit organization
- Successful completion of two of four sections of the uniform CPA examination
- Some experience auditing clients in the hotel industry

Student Assistant, Clarion University Small Business Development Center, Clarion, PA

May 20xx-December 20xx

- Entrusted with assisting counselors by preparing business plans and financial projections for potential and existing small business owners
- Assisted counselors in preparing financial statements for client's ability to obtain financing; calculated and analyzed client's financial ratios

INTERNSHIP

Marketing Assistant, Prudential Insurance Company of America, Du Bois, PA

January 20xx-May 20xx

- Met with clients to discuss insurance plans
- Performed "cold calls" to potential clients
- Attended company quarterly meetings
- Earned commission for policy sales

CERTIFICATIONS, CLEARANCES AND LICENSURES

- CPA Exam
- Passed FAR, BEC, and AUD, waiting for REG result
- Pennsylvania Property and Casualty Insurance Personal Lines License, spring 20xx
- Comptia Security+, August 20xx
- Secret and Top Secret Military Security Clearance, spring 20xx

MILITARY EXPERIENCE

Pennsylvania Air National Guard, United States Air Force, Coraopolis, PA

March 20xx-March 20xx

- E-5, Staff Sergeant
 - Supervised and monitored 4 subordinates; maintained computer systems
- Performed Computer Systems Technician (AFSC 2E251) job responsibilities
 - Diagnosed and maintained Air Force computer systems
 - Performed regularly scheduled equipment maintenance; followed proper procedure
- Past experience working on a team of 20 to implement new phone system installation

LANGUAGE SKILLS

- Basic reading and conversational skill in German

HONORS AND AWARDS

- Burns & Burns \$500 Insurance Scholarship Award, fall 20xx
- Institute of Internal Auditors \$500 Scholarship Award, fall 20xx
- Charles J. Pineno \$425 Accounting Scholarship, spring 20xx
- Outstanding Finance Senior, 20xx-20xx Academic Year
- Phi Kappa Phi Student Honor Society, spring 20xx-present
- Beta Gamma Sigma (business honor society), spring 20xx-present
- Dean's List: 7 semesters
- Community College of the Air Force, Distinguished Graduate, 20xx
- Element/Squad Leader, Basic Training, September 20xx

COMPUTER SKILLS

- Proficient with Microsoft Office: Word, Power Point, Excel
- Experience with Microsoft Access & IDEA data manipulation software
- Highly skilled with computer hardware and operations
- Experience with configuration and maintenance of computer networks