

# Name Surname

ACCOUNTING FIELD | EDUCATIONAL INDUSTRY

Philadelphia, PA  
555 555 5555  
[email@address.domain](mailto:email@address.domain)

***Financial Status Analysis • Business Liability & Asset • Financial Transactions  
Concepts of Accounting • Accounting Process • Financial Statement & Report • Ratio Analysis***

## PROFESSIONAL PROFILE

Degree Accounting Professional with a total of 13 years of progressively responsible relevant experience in a detail-oriented, multi-functional setting. Proficient with academics & hands-on experience in teaching, including online and classroom learning environment. Possess strong analytic and problem solving skills, with the ability to make well thought out decisions. Developed and implemented multiple training programs in all aspects of financial reporting and the alternative fund industry.

- In-depth working knowledge with Accounting, Statistics, Audits, and Economics.
- Operational knowledge of training in the subject areas and ability to teach students by using various methods.
- Develop a teaching approach which helps students to benefit from personal expertise and experience.
- Superior project management & communication skills. Excellent motivational and instructional skills.

***IT Literacy:*** MS Excel; MS PowerPoint; MS Word; MS Visio; MS Outlook; Lotus Notes; AEXEO

## ACADEMIC HIGHLIGHTS

### ***Academic:***

- **Developed and tutored courses** dealing with advanced topics in Accounting, Statistics, and Economics.
- Suitably **challenged, engaged, served, and communicated with students** to encourage their participation and learning while maintaining mutual value and respect.
- **Thorough** with the accounting procedures, practices, regulations of GAAP, IFRS etc., which helped to train students in a professional manner.
- Enhanced interdepartmental communications through the development and implementation of **training guides and programs** in support of accounting personnel. Topics included all aspect of financial reporting and the alternative funds.

### ***Technical:***

- Analyzed the requirements and capabilities of a directory-based identity management system to synchronize and automate the flow of data elements between various systems.
- Performed quarterly and annual Financial Statement testing, Sarbanes Oxley Compliance testing, SAS70 testing and Internal Audit testing.
- Planned and implemented tailored audits for financial service clients including formulation of audit approach and management of fieldwork in accordance with Sarbanes Oxley Act of 2002 and the COSO framework.

## ACADEMIC PROFESSIONAL EXPERIENCE

**Name College** – online

**Jan 2013**

COURSE WRITER | INSTRUCTIONAL DESIGNER

**Aug 2012**

- Designed, developed, and delivered on-line courses covering assigned courses.
- Maintained open communications with students to promote educational intercourse and improve learning
- Outstanding performance evaluations received during courses attendance and from student evaluation forms.

COURSES DESIGNED:

*Auditing • Principles of Microeconomics*

**Name College** – Philadelphia, PA

**Jan-Aug 2004**

FACILITATOR | TUTORING SERVICES [temporary part-time]

- Provided tutoring services by assisting students with assigned work in a one-on-one and/or group tutoring setting.
- Accountable for determining student needs as displayed by strengths and weaknesses.
- Analyzed and determined appropriate strategies to maximize student learning, success, and independence.

TUTORING SERVICES COVERED:

*The use of financial statements and accounting information to determine profitability and financial performance, risk, differences in structure and business models*

*The relationship of cash flow statements to the balance sheet and income statements*

*Ratios for assessing the quality of a company's accounting information*

*Continues ...*

**BUSINESS HIGHLIGHTS**

- **Suggested and implemented improvements** which resulted in increasing various processing efficiency and accountability by allowing department managers to input hours.
- **Corrected errors** through identifying and debugging problems with the accounts matching system.
- **Strengthened** the auditing division by applying procedures and experience gained throughout career.
- **Conducted and performed forensic financial analyses**, built financial models, maintained documents produced in litigation, summarized depositions, assisted in writing expert reports, and performed quality control on schedules and reports.
- **Lead fraud detection** (SAS 99) meetings and contributed feedback to audit team and took an active role as first-year audit team member on each client engagement.
- Documented and tested accounting systems by reviewing internal control activities and performing analytical procedures.
- Obtained knowledge of the proper techniques for auditing accounts including cash, accounts receivable, property plant & equipment, accounts payable and accrued liabilities.

**CLIENTS INCLUDE**

Fortress Investment Group •  
 W.P. Carey • Kimco Realty •  
 Starwood Capital • Aircastle  
 .....  
 AIG • Blackstone • Triumph  
 • ABN Amro • Evercore  
 Partners • Julius Baer • GFI •  
 Russ Berrie • Constellation  
 Energy • Fedders • Prestige  
 Brands  
 .....  
 Saint-Gobain • Legg Mason •  
 Pottstown Hospital • The  
 Archdiocese of Philadelphia •  
 Thomas Jefferson University  
 Hospital

**BUSINESS PROFESSIONAL EXPERIENCE**

<b>Bank Name – City, ST</b>	<b>Present</b>
AUDIT SUPERVISOR	<b>Jan 2015</b>
<ul style="list-style-type: none"> <li>• Leading a team focused on assigned audit and assuming the lead position on the audit, providing supervision and assignments to team members as Auditor In Charge as well as reviewing work papers completed by staff and drafting audit report</li> <li>• Managing auditing projects, assigning staff to clients and overseeing projects to completion, complying with policies, procedures and standards at all times.</li> <li>• Suggesting improvement of audits and working directly with Audit Manager.</li> </ul>	
<b>Company Name – Malvern, PA</b>	<b>Dec 2014</b>
SENIOR ACCOUNTANT FINANCIAL REPORTING – Hedge Funds	<b>Jul 2012</b>
<ul style="list-style-type: none"> <li>• Prepared and reviewed financial highlight disclosures, including calculations of total returns, preparation of per share tables, expense ratio analysis, etc.</li> <li>• Coordinated year-end financial statement process and ensured accuracy of footnote disclosures via review of legal documents governing the fund.</li> <li>• Worked under limited supervision; followed established procedures; planned own work; suggested methods and procedures for new work assignments, reviewing with supervisor for input or approval.</li> </ul>	
<b>Company Name – New York, NY</b>	<b>Dec 2014</b>
SENIOR CONSULTANT – Internal Audit and Accounting Advisory	<b>Jul 2012</b>
<ul style="list-style-type: none"> <li>• Evaluated and documented client's internal controls and procedures; identified inefficiencies &amp; areas of risk and recommended means of improvement to management.</li> <li>• Drafted financial statements and performed substantive testing of material accounts such as cash, fixed assets, accounts payable, accruals, revenue and long-term debt, including internal audit reports that were utilized during audit committee meetings.</li> </ul>	
<b>Company Name – New York, NY</b>	<b>Dec 2014</b>
SENIOR CONSULTANT – Internal Audit	<b>Jul 2012</b>
<ul style="list-style-type: none"> <li>• Planned and implemented tailored audits for financial service and manufacturing clients including formulation of audit approach and management of fieldwork.</li> <li>• Supervised and trained both assigned and unassigned audit staff and peers in professional development.</li> <li>• Evaluated and documented client's internal controls and procedures identify inefficiencies and recommended means of improvement to management.</li> </ul>	

**EARLIER ASSIGNMENTS & POSITIONS HELD**

<b>Company Name – Philadelphia, PA</b>	<b>Jan-Jun 2004</b>
ASSOCIATE – FORENSIC AND LITIGATION SERVICE	
<b>Company Name – Philadelphia, PA</b>	<b>Jun 2002-Jan 2004</b>
ASSOCIATE – ASSURANCE	

**EARLIER ASSIGNMENTS & POSITIONS HELD [continued]****Internship:**

<b>Company Name</b> – New York, NY	<b>Summer 2009</b>
<b>Company Name</b> [Investment Banking Division] – New York, NY	<b>Summer 2001</b>
<b>Company Name</b> [Pharmaceutical Sales Division] – Philadelphia, PA	<b>Summer 2000</b>

**VOLUNTEERING & COMMUNITY SERVICE**

Covenant House Mentor Program	2010-2011
NYU Real Estate Institute Student Association [REISA]	2009-2010
Toys for Tots	2007-2009
Special Olympics of State Name Volunteer	2002-2004
NAME Facilitator Volunteer	2002-2004
Junior Achievement of State Name	2002

**EDUCATIONAL BACKGROUND**

<b>City Name University</b> [Schack Institute Real Estate] – New York, NY	2010
MASTER OF SCIENCE in REAL ESTATE DEVELOPMENT [Dean's Scholar]	
<b>Name College</b> – Atlanta, GA	2002
BACHELOR OF ACCOUNTING [Magna Cum Laude]	
<i>Accomplishments:</i>	
• Phi Beta Kappa • Beta Gamma Sigma	
• Morehouse Academic Scholar • Morgan Stanley Richard B. Fischer Scholar	

**MEMBERSHIP**

Member – Institute of Internal Auditors	2004-2009
Member – National Association of Black Accountant	2002-2009