John R. Doe

123 W. Rural Rd., Unit #007, Tempe, AZ 85287

EDUCATION

W. P. Carey School of Business at Arizona State University

Master of Accountancy (MACC): Data & Analytics

- Honors: 4.0 GPA •
- Relevant Coursework: Internal Controls, Advanced Auditing, Professional Accounting Research, Statistics, Shareholder Value Creation & Financial Statement Analysis, Innovations with Auditing Technologies, Business Data Visualization, Corporate Governance & Sustainability, Data Mining, Generating Audit Analytics Using Accounting Information Systems

Geis College of Business at University of Illinois

Bachelor of Science (BS), Accountancy

- Honors: 3.9 GPA; Dean's List; Summa Cum Laude •
- Relevant Coursework: Ethics for Professional Accountants, External Reporting, Internal Reporting, Financial Accounting, • Managerial Accounting, Principles of Auditing, Taxes & Business Decisions, Fundamentals of Finance, Business Statistics

PROFESSIONAL EXPERIENCE

Accounting Intern

Company Name

- Designed and performed testing on a range of accounts from cash and investments to SG&A expenses to verify the • information presented in the clients' financial statements were both reliable and accurate
- Maintained continuous communication with the current clients' financial reporting managers to ensure that appropriate and • adequate documentation had been requested and received to accurately test the accounts presented on financial statements

Tax & Audit Intern

Company Name

- Performed external audit of national client and prepared a detailed report based on audit findings •
- Collected data from clients and assisted in preparing over 500 tax returns for individuals, corporations and trusts •
- Researched and studied various tax laws and associated implications in order to manage tax filing deadline •
- Prepared working papers, management representation letters, lead sheets and analysis of selected financial statements
- Proactively collaborated with audit professionals to better understand tests performed while refining advanced Excel skills

Sales Associate

Company Name

- Took initiative to prepare sales reports and performance reviews for direct supervisor, contributing to defining clear objectives and opportunities necessary for the team to increase monthly sales by 10%
- Maintained a safe environment, exercising situational awareness, proactive action, responsibility, and leadership skills

PROJECT EXPERIENCE

Managerial & Financial Accounting Project

- Developed Master Budget Plan for a company by calculating revenue and costs and analyzing outcomes and variances •
- Corrected existing models of cost allocation utilizing Excel to conduct comparative analysis of financial statement items
- Reviewed and analyzed balance sheet of a company to identify GAAP violations and communicated findings in a memo •
- Forecasted income projections using regression tools in Excel and built a relational database in Excel and Access. •

SKILLS & ACTIVITIES

- Languages: Hindi, Mandarin Chinese •
- Computer Skills: ACL, IDEA, iXBRL, Microsoft Office (Word, Excel, PowerPoint, Access, & Visio) .
- Technical Skills: Financial Statement Analysis, Valuation, Credit Analysis, Project Management, Auditing
- Activities: Beta Alpha Psi, City Soccer League •
- Interests: Hot Air Balloon Pilot, Habitat for Humanity, Marathons •

Tempe, AZ

Champaign, IL

May 2017 - August 2017

Tempe, AZ

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August 2019 – May 2020

August 2015 - May 2019

(602) 555-1234

May 2016 – August 2016 Tempe, AZ

May 2015 – August 2015

Tempe, AZ

August 2019 - Present