

Resumagic.com Sample Resume: CPA / Auditor

JOHN EDWARD JONES, CPA

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SUMMARY

Certified Public Accountant with over twenty-five years of progressive experience in public and internal auditing: thirteen years as an internal auditor and three years as a CPA in private practice. Experienced in hiring, training and supervising staff, budgeting, scheduling, performing risk analyzes, directing multiple on-going complex audits and facilitating the inclusion of proper internal controls as part of the systems development process.

PROFESSIONAL EXPERIENCE

Audit Supervisor, Name of Government Agency, City, ST 07/92 to Present

- Conducted financial, compliance, information system, fraud, and operational audits resulting in improved controls and operating efficiencies.
- During an operational audit, developed a reorganization plan to improve quality and quantity of work performed while reducing staffing by over 10% (saving over \$150,000).
- In an operational audit of court service unit operations, identified redundant and unnecessary functions being performed equal to over 30% (over \$11,000,000) of the budget for the area.
- Established new audit function and developed an audit charter along with an internal audit policy and procedure manual.

Senior Auditor, Name of Government Agency, City, ST 08/90 to 06/92

- Conducted financial, compliance, information system, and operational audits resulting in improved controls and operating efficiencies.
- Audited the systems development process of a major new system, identifying over \$6,000,000 in waste due to poor project management and recommended improvements in project management, user involvement, and management oversight.
- Supervised staff auditors on audit engagements.

Audit Manager, Name of HMO, City, ST 04/87 to 07/90

- Established new audit function, developed an audit charter, and an internal audit policy and procedure manual.
- Hired and supervised staff and developed an internal audit training program to train staff.
- Conducted financial, compliance, information system, fraud, and operational audits resulting in improved controls and operating efficiencies.
- In operational audit of the claims processing function of a new financial system, recommended a reorganization to improve management supervision, quality and quantity of work performed and ensure continued operations in case of a disaster and avoid over \$1 million in labor and interest costs.

Senior Auditor, Name of Company, City, ST 03/86 to 09/86

- Conducted financial, compliance, information system, and operational audits resulting in improved controls and operating efficiencies.
- Performed an operational audit of pharmacy operations recommending improved inventory management and greater marketing of generic drugs (which have a higher profit margin than name brand).
- Supervised staff auditors on audit engagements.

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Senior Auditor, Name of Corporation, City, ST

04/85 to 02/86

- Conducted financial, construction, contract, compliance, information system, and operational audits resulting in improved controls and operating efficiencies.
- Performed an operational audit of company contracting for professional services resulting in a savings of over \$280,000 in fees.
- In conducting audits of construction contracts identified over \$4 million in construction contract overpayments.
- Supervised staff auditors on audit engagements.

Senior Auditor, Name of Power Company, City, ST

06/81 to 03/85

- Developed audit plans and schedules, assisted in the development of the internal audit policy and procedure manual, and supervised staff auditors on audit engagements.
- Conducted financial, contract, compliance, information system, and operational audits resulting in improved controls and operating efficiencies.
- Performed an operational audit of the transportation function resulting in a recommendation to eliminate over 100 positions (saving the costs of the related salaries and benefits).

Staff Auditor, Name of CPA Firm, City, ST

06/78 to 06/81

- Prepared individual, partnership and corporate income tax returns and worked on compilations, reviews and audits of business, governments and charitable organizations.

EDUCATION

B.S., Business Administration, (Accounting), Name of University, City, ST (1978)

Licenses: Certified Public Accountant, State of [Name of State]

Continuing Education: 40 hours of continuing professional education every year since 1978; extensive training in information systems auditing (from basis concepts to advanced courses in computer security)

Computer Skills: Windows operating systems, Microsoft Word, Excel, Access, PowerPoint, Outlook and Internet Explorer