

## Resumagic.com Sample Resume: CPA / Auditor

### JOHN EDWARD JONES, CPA

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#### SUMMARY

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Certified Public Accountant with over twenty-five years of 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

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**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**

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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