

Running Resumes
617-123-4567
Paul Revere

PROFESSIONAL EXPERIENCE:

Fougere, Ezekiel and Winterle, Westborough, MA

Senior Accountant

January 2006 - Present

- Designed and conducted audit procedures for audit and review engagements
- Evaluated internal control framework and incorporated computer assisted auditing techniques
- Drafted financial statements, footnotes and cash flows in accordance with GAAP
- Designed and carried out detailed substantive analytic procedures and analysis for various types of accounts
- Responsible for delegating, managing, and supervising the work of audit staff
- Responsible for overall progress and flow of audit work from planning to completion
- Simultaneously managed tasks and work on multiple audit engagements and responsible for their timely completion
- Interact regularly with client management and employees at all levels, developed positive work relationships
- Often presented, discussed and analyzed audited financial statements to clients
- Frequently engaged in mentor relationships with staff accountants
- Prepared and taught entry level trainings for new staff accountants and interns

Staff Accountant

August 2004 – December 2005

- Audited and review balance sheet and income statement accounts for a variety of companies including for-profit corporations, limited partnerships and non-profit clients
- Attained an overall understanding of the client's internal control processes and performed detail transaction testing
- Interacted with client in a proactive manner to complete audits timely and efficiently
- Learned and applied auditing procedures and techniques in a precipitous learning curve
- Organized and performed assigned tasks independently

EDUCATION:

University of Massachusetts, Amherst, MA

Isenberg School of Management – Masters of Science in Accounting, September 2005

University of Massachusetts, Amherst, MA

Isenberg School of Management – Bachelors of Business Administration in Accounting, May 2004

SKILLS AND OTHER:

- Proficient in Microsoft Word, Excel and PowerPoint. Proficient in ProSystem FX Engagement and Tax
- Familiarity with client accounting software including Peachtree, MIP and Great Plains
- Member of the Massachusetts Society of Certified Public Accountants

References available upon request