

JANE DOE, CPA

Address

Phone - Email

CONTROLLER

Certified Public Accountant with process orientation, strong analytical capability and excellent interpersonal skills seeks challenging position in progressive company. Strong client relationship management skills and team leadership. Outstanding knowledge of audit principles and techniques as demonstrated by roles in two major public accounting firms. Excellent at improving client internal controls. Exceptional skills in computer systems and applications.

PROFESSIONAL EXPERIENCE

XYZ, City State

1998 - Present

Controller, 2003-present

Business Manager, 1998-2003

- Promoted into current position and supervise 7 accounting professionals in 2 offices and manage full range of accounting functions. Received promotion based on technical expertise, leadership successes and creative mentoring of new business managers. Receive superior performance ratings, yearly.
- Perform month-end closing, corporate financial reporting and resolve IT and programming issues related to accounting software. Serve as internal expert on the processing and resorting capabilities and limitations of company's accounting software.
- Oversee client accounting and serve as primary resource to identify and resolve accuracy issues. Coordinate with outside accounting firm on client taxes and annual audits.
- Coordinate outside audits, prepare payroll preparation and perform benefit administration covering 12 benefits for 100 employees. Worked with outside consultant to develop an HR web site for employees to detail policies and benefits and had it up and running in a short 3-month timeframe with consequent excellent employee usage.
- As Business Manager, trained new managers and mentored employees and served as point of contact for software vendor during/after system conversion to create 3 custom forms/reports. Determined need for 3 new invoice formats and worked with internal production and media professional to select necessary information for forms. Implemented new forms within 2 months and created temporary programming patches in current software during the interim.

ABC, City State

1996-1998

Supervising Senior Auditor / Senior Auditor

- Performed full range of audit services for complex clients accounts including testing of internal controls and assessing levels of risk associated with wide range of individual audit areas. Managed audit services for less complex client accounts.
- Played key role in financial consolidation of a large client and coordinated efforts of several audit teams assigned to entities underneath the parent company.

PROFESSIONAL EXPERIENCE, *continued*

RST, City, State 1994-1996
Staff Auditor

- Performed auditing activities for clients in manufacturing, retail, health care and not-for-profit industries.

EDUCATION

UNIVERSITY OF TEXAS AT ARLINGTON, Arlington Texas
Bachelor of Business Administration in Accounting, cum laude, 1994

COMMUNITY SERVICE

Led "Adopt-A-School" program
Member, Allocation Panel, United Way, intermittently from 1994-2004