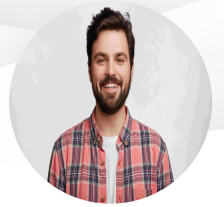


NOAH WILLIAMS

Audit Associate

✉ support@qwikresume.com 📞 (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Hard-working, results-driven, accounting professional with experience in Big 4 public accounting, looking to explore new fields. Experienced in working with clients in the oil and gas industry; specifically oil field services and industrial equipment companies. Proficient with GAAP and GAAS principles and accounting standards. Advanced skills in excel functions such as pivot tables and v-lookup. Ability to work well and deliver results under pressure.

WORK EXPERIENCE

Audit Associate

Pineapple Enterprises

📅 May / 2022-Ongoing

📍 Santa Monica, CA

1. To assist in planning work on assigned segments of the audit.
2. To execute detailed audit procedures, including reviewing transactions, documents, records, reports and procedures and conducting audit tests which are sufficient in scope to support professional opinions as to the fair representation of client financial statements.
3. Assist in the preparation of financial statements, reports and analytical reviews, as necessary.
4. Prepare work papers which record and summarise audit procedures performed and ensure that working paper are within approved firm guidelines Assist in developing recommendations for corrective action/improvement.
5. Ensure assigned work is completed within agreed time frames and carried out per approved methodologies and standards and within agreed budgets.
6. Keep the senior and manager updated on any issues arising from the assignment.
7. Assist with departmental administration tasks such as filing and updating of client files.
8. Leverage knowledge and contribute to proper knowledge management within the department.

Audit Associate

Lakeside Apparel Co

📅 May / 2020-May / 2022

📍 Chicago, IL

1. Support Chief Audit Executive.
2. Day to day administration and distribution of Audit Services open issues.
3. Primary coordinator of Audit Committee meetings, including collecting and distributing meeting information packages using BoardWeb, maintaining the Committee meeting calendar, keeping current new Committee member orientation notebooks, as well as recording and transcribing meeting minutes.
4. Assist on low risk audit procedures with entry level assignments.
5. Coordinate Audit Services report issuance and Business Continuity planning.

EDUCATION

Bachelor of Science in Accounting

California State University, Long Beach

📅 May / 2018-May / 2020

📍 Toronto, ON

Focused on accounting principles, auditing practices, and financial reporting standards.

SKILLS

Proficient Use Of Ms Excel

word And Powerpoint

Tally Accounting Certificate

And Proficient Use Of ACL

ACHIEVEMENTS

- 🌟 Identified and mitigated key financial risks, resulting in a 15% reduction in audit discrepancies.
- 🌟 Streamlined audit processes, leading to a 20% improvement in efficiency and timely report delivery.