

# MIA TAYLOR

## Financial Audit Intern

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

🌐 www.qwikresume.com



## PROFESSIONAL SUMMARY

Results-driven Financial Audit Intern skilled in performing risk assessments and internal control evaluations. Contributed to a 15% reduction in audit discrepancies through meticulous data analysis and effective communication with stakeholders.

## WORK EXPERIENCE

### Financial Audit Intern

📅 May / 2019-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Provided audit service for a large investment group.
2. Participated in the completion of client annual reports.
3. Performed analytical reviews on client accounting and operating procedures.
4. Independently drafted 3 working papers (informational reports as supporting documents for formal reports and financial statements).
5. Analyzed data and information, conducted tests and sampling process in Access Database and Excel.
6. Reviewed client's operating procedures, monitored internal control process, collected evidence and directly communicated with client to support risk controls.
7. Prepared reports to ensure the faithful representation of client's financial statements.

### Audit Intern

📅 May / 2015-May / 2019

Summit Peak Industries

📍 Denver, CO

1. Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.
2. Collaborated extensively with auditors during preliminary and year-end audit processes.
3. Aligned all financial activity with the regulations of the GAAP.
4. Analyzed costs and revenues to project future trends Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
5. Performed field audits on wide variety of clientele using Prosystems FX.

## EDUCATION

### Bachelor of Science in Accounting

📅 May / 2012-May / 2015

University of Finance

📍 Phoenix, AZ

Focused on financial reporting, auditing principles, and internal controls.

## SKILLS

<div>Business acumen

Collaboration

Technology skills.</div>

Confidentiality

## ACHIEVEMENTS

- 🌟 Developed and implemented a streamlined audit tracking system, reducing processing time by 25%.
- 🌟 Led a project team that identified and corrected financial reporting discrepancies, enhancing accuracy by 30%.