

ROBERT SMITH

Internal Audit Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A polite, well-spoken professional Audit Supervisor with 7+ years of experience in a fast paced environment attentively looking after the needs of clients while remaining approachable, cheerful and possessing good observational skills with someone who contributes enthusiastic, dedicated, responsible, with incredible work ethic; combined with a desire to utilize customer to provide prompt and courteous superior service.

CORE COMPETENCIES

Auditing, Excel, Microsoft Word, Outlook, Peachtree, US GAAP, Financial Analysis, Financial Reporting, Internal Controls, Accounting, And Banking.

PROFESSIONAL EXPERIENCE

Internal Audit Supervisor

The Regency - January 2016 – Present

Key Deliverables:

- Compiling reports relevant to guest accounts, receipts and vouchers both manually and electronically.
- Completing credit card transmittal, direct bills, finished all accounting before the start of the next business day.
- Preparing cash for bank delivery, ensured that all floats are accurate as shift came to an end.
- Demonstrate the use of sales techniques to effectively sell the property, maximizing occupancy and average rate.
- Prepared all daily, monthly and yearly reports required by the property.
- Kept immediate supervisor promptly and fully informed of all problems or unusual matters of significance.
- Demonstrate a working knowledge of all services and facilities, as well as the local area, and effectively assists guests.

Bookkeeping & Office Management

Pediatric Alliance & Spine Health & Rehabilitation - March 2011 – December 2015

Key Deliverables:

- Organizing physicians schedule, transcription of patient visits and correspondence.
- Strong ability to multi-task, handle high volume, and excellent organizational skills.
- Install system notes and other methods of communication as deemed appropriate.
- Experience working directly with patients in a medical practice environment.
- Transcription of client visits and correspondence fee schedules, w/ posted excel reports; in accordance with all payment arrangements.

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- Review and analysis of all incoming mail and correspondences including, address changes, account questions, etc. Related to paid and/or partially paid accounts to access the need for and effectively initiate follow-up.
- Review of patient statements for accuracy, responds to questions from customers and clients regarding statements and prepare them for mailing.

EDUCATION

- Associates in Accounting - 2011 to 2012(Alameda College - San Francisco, CA)