

# Robert Smith

## Night Audit Supervisor

### PERSONAL STATEMENT

An Audit Supervisor with 14 years of experience, who maintains the highest reputation for integrity while providing great communication and instruction to develop team members. A supervisor who strives to protect company assets to ensure profitability, accurate orders, and sales growth.

### WORK EXPERIENCE

#### **Night Audit Supervisor**

**Colusa Casino Resort - March 2009 - May 2015**

##### *Responsibilities:*

- Performs audits of bingo, EGDS, card room, casino cage, food and beverage and other documentation as directed to ensure that all gaming revenue is properly accounted for and reported.
- Responsible for overall supervision of revenue audit function. Responsibilities include assisting in the interviewing, hiring and training of revenue audit employees; planning, assigning and directing work; assisting in the appraisal of performances; rewarding and disciplining employees; addressing complaints and resolving problems.
- Oversaw and perform revenue audit functions of the cage and vault paperwork, including the review and reconciliation of cage transaction with source documentation.
- Oversaw and perform revenue audit functions for the gift shop, food, and beverage, bingo and pull tabs including being present for monthly physical inventories.
- Directed, scheduled and assigned revenue auditors as to the preference and priority of work to be completed.
- Updated all requirements regarding title 31 from manual to electronic system which included gathering all proper documentation from a cage, bingo, pull tabs, and table games to comply with federal currency transaction reporting(CTR) and then filed those reports.
- Decision making-identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

#### **Revenue Auditor**

**Colusa Casino Resort - April 2001 - March 2009**

##### *Responsibilities:*

- Perform audits of bingo, EGDS, card room, casino cage, food and beverage and other documentation to ensure that all gaming revenue is properly accounted for and reported.
- Perform revenue audit functions for the gift shop, food, and beverage, card room, casino cage including being present for monthly physical inventories.
- Perform other departmental income audits as directed by the audit

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Word, Excel, Spreadsheets, Outlook, Machine Accounting, New Wave, CTA, Title 31, W2Gs, And Inventory Management.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

- supervisor.
- Perform other general office and accounting duties as directed by the audit supervisor.
  - Remodel our revenue audit functions of the cage and vault to one spreadsheet instead of three causing a simple, easy and less stressful data entry.
  - Decision making-identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints and probable consequences.
  - Initiating action-taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

## Education

Business, Teaching - 1989 to 1993(Cal. State University, Chico - Chico, CA )  
Graduated - 1985 to 1989(Colusa High School - Colusa, CA )