

# Robert Smith

## *Internal Audit Supervisor II*

### **CONTACT DETAILS**

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Alabama  
(123)-456-7899  
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### **PERSONAL STATEMENT**

17+ years of experience as an Audit Supervisor. Seeking a senior position in the accounting field where excellent analytical and technical skills can be utilized to improve the company's profitability and success.

### **WORK EXPERIENCE**

#### ***Internal Audit Supervisor II***

**Goldklang Group Cpas PC - July 2004 - Present**

##### *Responsibilities:*

- Responsible for auditing and tax services of over 200 common interest realty.
- Drafting financial statements, footnote disclosures, and management letter comments.
- Performing the task of scrutinizing audit results and highlighting points that need attention.
- Handling responsibilities of analyzing internal controls of management companies that manage common interest realty associations.
- Building key relationships with the board of directors and management companies through strong verbal and written communication.
- Training and supervising several entry-level staff accountants on auditing procedures in regards to common interest realty associations.
- Exceeding my annual billing goals for the last five years with over \$900,000 in billing.

#### ***Quality Control Specialist***

**Expo Design Center - April 2001 - July 2004**

##### *Responsibilities:*

- Reported findings and recommendations at management meetings and to the corporate office.
- Expert knowledge of all operating departments including the bookkeeping department.
- Through an updated knowledge and application of GAAP, GAAS and the principles of internal accounting control.
- Possess effective communication skills and has the ability to work effectively and efficiently across all levels.
- Perform the tasks of reviewing automated audit work papers prepared by the audit staff.
- Excellent analytical, time management, research and interpersonal skills.
- Ability to work independently with little supervision and meet specified timelines.

### **Education**

Bachelor Of Science in Accounting - May 2004(Robert H. Smith Business School, University Of Maryland - College Park, MD )Associates in Information Systems And Business Administration - May

### **SKILLS**

US GAAP, Financial Analysis, Financial Reporting, Internal Controls, Accounting, Banking, AX Planning And Preparation, Financial And Program Auditing, Estate And Financial Planning, Financial Statements, And Client Relations.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

2002(Montgomery College - Rockville, MD )