

EMMA JOHNSON

Audit Trainee

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PROFESSIONAL SUMMARY

Detail-oriented Audit Trainee with 5 years of experience in financial auditing, IT governance, and data analysis. Proven ability to enhance compliance and operational efficiency through meticulous audits and effective communication.

WORK EXPERIENCE

Audit Trainee

Dec / 2020-Ongoing

WidgetWorks Inc.

Denver, CO

1. Conducted comprehensive IT audits, assessing the effectiveness of General Computer Controls for diverse clients.
2. Evaluated organizational computer systems to ensure robust IT governance and risk mitigation.
3. Executed financial audits, ensuring accurate representation of financial statements and compliance with regulations.
4. Prepared detailed audit reports and documentation, enhancing transparency and accountability.
5. Drafted Management Letter Reports, facilitating consensus on audit findings and recommendations.
6. Utilized ACL for data analysis, identifying trends and anomalies in financial data.
7. Participated in statutory audits across various sectors, including service and non-profit organizations.

Audit Trainee

Dec / 2019-Dec / 2020

Lakeside Apparel Co

Chicago, IL

1. Collaborated with a team of 5 to address accounting and auditing issues, enhancing operational efficiency.
2. Worked at a leading international firm, providing assurance and advisory services as an Audit Trainee.
3. Performed analytical procedures to uncover unusual financial relationships and discrepancies.
4. Reviewed and validated the work of peers to ensure accuracy before client delivery.
5. Demonstrated proficiency in MS Office and completed a 90-hour professional training program.
6. Engaged in continuous learning of auditing standards, contributing to a 15% increase in team knowledge base.
7. Facilitated communication between departments during audits, improving collaboration and reducing audit cycle time by 20%.

EDUCATION

Bachelor of Commerce in Accounting

Dec / 2018-Dec / 2019

University of Johannesburg

Phoenix, AZ

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

SKILLS

Effective Communication

Data Analysis

Financial Reporting

Risk Assessment

ACHIEVEMENTS

- ★ Reduced audit discrepancies by 30% through improved data analysis techniques.
- ★ Successfully led a team audit project that resulted in a 20% increase in compliance.
- ★ Developed and implemented a new checklist system that reduced audit preparation time by 15%.
- ★ Utilized data analytics tools to streamline the audit process, resulting in a 30% reduction in manual work.