Tracy Q. Graduate

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OBJECTIVE:
Auditor position in the public accounting field in the Greenville area.

EDUCATION:
Associate in Applied Science, **Business Administration**, May 2010
Pitt Community College (PCC), Greenville, NC
GPA 3.6

Relevant Coursework:

Managerial Accounting	Corporate Audit and Reconciliation
Intermediate Accounting I & II	Financial Management
Internal Audit	Microeconomics
Accounting for Not-For-Profits	Managerial Economics

EXPERIENCE:
Accounts Payable/Bookkeeping Clerk, September 2005-Present
Greenville Tax and Bookkeeping Service, Greenville, NC

- Assist with payroll, tax, and account processing
- Developed automated monthly sales tax payment system
- Implemented Rapid Tax Refund service for individual customers

Auditor Internship, May 2005-August 2005
Ernst & Young, New York, New York

- Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report
- Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors
- Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors
- Received Employee of the Month award twice—first intern ever to win the award

ACTIVITIES:
Vice President, Society for the Advancement of Management, PCC, 2007-2008
Treasurer, Beta Gamma Sigma Honor Society, PCC, 2007-2008

SKILLS:
Proficient with MS Office, Windows XP, and the Internet; Fluent in Spanish