

## **Tracy Q. Graduate**

56 Haywood Circle

Greenville, NC 27834

111-222-3333

tracy.graduate@webmail.pittcc.edu

### **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

Intermediate Accounting I & II

Internal Audit

Accounting for Not-For-Profits

Corporate Audit and Reconciliation

Financial Management

Microeconomics

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