

Jake G. Anderson

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145 West 54th Street
Carlisle, MA 43263

Objective:

Employment as an entry level accountant, available May 2013

Education:

University of Dayton Dayton, OH
Bachelor of Science in Business Administration May 20XX
Accounting and Finance double major GPA: 3.32
• Presidential Scholarship recipient
MBA, Accounting Concentration (CPA Eligible) August 20XX

Qualifications:

- Knowledgeable in fraud examination - detection, investigation, and prevention
- Proficient in advanced auditing and assurance of internal controls
- Fulfilled 150 semester hour CPA Exam Requirement
- Strong team and communication skills
- Excellent ability to create financial spreadsheets

Professional Experience:

Johnston and Jacob Co PSC

Cincinnati, OH

Audit Department Intern

Jan. – April 20XX

- Performed Accounts Receivable, Accounts Payable, Cash & Inventory
- Prepared pre-audit work papers
- Footed and Proofed audit reports
- Complied company payroll tax returns and performed bank reconciliations
- Created trial balances

Patrick&House, LLP

Westchester, IL

Audit Intern

May – Aug. 20XX

- Assisted in employee benefit plan audits
- Tested participant eligibility by examining data in employment files to information listed on the census
- Traced employee withholdings to participate investment data
- Tracked investments to employee election
- Proofread financial statements

Activities:

- Beta Alpha Psi member 20XX – 20XX
- Intramurals – soccer, basketball 20XX – 20XX
- Christmas on Campus 20XX – 20XX