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## Audit Clerk Resume

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### Job Objective

To obtain an Audit Clerk position in a company that provides an open environment with many opportunities for continuous growth.

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### Work Experience:

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Audit Clerk, May 2004 – Present  
ABM Industries, Bakersfield, CA

- Audited casino profits on a daily basis.
- Checked profits for both the gaming and non-gaming areas of the business.
- Balanced cash reports on a daily basis, helped with quarterly and yearly inventories.
- Created discrepancy reports for audit exemptions.
- Audited warehouse staff to verify if items shipped is accurate.
- Examined source files for internal control compliance.

Audit Clerk, March 2002 – April 2004  
Accountemps, Bakersfield, CA

- Verified revenue figures and POS transactions.
  - Processed any dropped transactions.
  - Double-checked bank deposits and followed up on any discrepancies.
  - Helped departments handle problems regarding sales transactions and balances.
  - Communicated with DMs, RDs, Loss Prevention, and banks, as required.
  - Ensured accuracy of all store records and handled its management and organization.
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### Summary of Qualifications:

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- Good Dictaphone skills
  - Willing to work during weekend night audit shifts
  - Excellent multi-tasker; performs well under tight deadlines
  - Proficient in MS Office applications, including MS Word, Excel, and Outlook
  - Excellent oral and written communication skills
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### Education:

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Associate Degree in Business Administration, Wayne County Community College, Detroit, MI

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