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## Audit Coordinator Resume

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### Job Objective

Seeking an Audit Coordinator position where I can apply my experience and efficiently contribute to the company's growth.

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### Work Experience:

Audit Coordinator, August 2005 – Present  
Trs Staffing Solutions, S Boston, MA

- Analyzed and determined unexpected and unusual transactions.
- Reviewed figures, postings and documents to make sure that they are mathematically correct and properly coded.
- Conducted back order and inventory checks, executed cycle counts and full trailer audits.
- Prepared risk and requirements of each audit process using audit program and previous report.
- Assembled the draft audit report which contains major observations on the audit process and recommendations on the systems.
- Reviewed procedures on ways to improve audit work processes.

Audit Coordinator, May 2000 – July 2005  
Gravitas Real Estate Resources, S Boston, MA

- Prepared automated audit techniques, creative audit approaches and new audit methodologies.
  - Performed quality assurance review of all audit work papers developed by the audit team.
  - Reviewed business and audit risks related to financial and operational processes and systems.
  - Followed-up recommendations in the report and the deadline for the completion of the implementation.
  - Handled the requirements for Audit Department Such as Stationeries and toner for the printer.
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### Summary of Qualifications:

- Sound knowledge of accounts, audits, ledgers, balance sheets and financial statements
  - Excellent time management, decision-making and human relation skills
  - Ability to answer or research the answer to client questions
  - Strong analytical, problem solving and troubleshooting skills
  - Excellent written and verbal communication skills
  - Ability to thrive in fast-paced, deadline-oriented, details-driven environment
  - Proficient in Excel, Word and Outlook
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### Education:

Bachelor's Degrees in Accounting, Lake Superior State University, Michigan, MI

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