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## Audit Trainee Resume

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### Job Objective

Looking for work as an Audit Trainee with established firm where I can help company prosper while advancing my skills in this field.

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### Highlights of Qualifications:

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- In-depth knowledge of the accounting laws
  - Strong accounting skills
  - Excellent written and oral communication skills
  - Exceptional ability to deal with pressure and stress
  - Strong ability to work independently
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### Professional Experience:

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#### Audit Trainee

Liberty Mutual Group, Knoxville, TN

January 2009 – Present

- Established and maintained working relations with clients.
- Tested pecuniary systems.
- Executed all approved audit programs.
- Documented fieldwork.
- Formulated reports for manager.
- Studied balance sheets and audit accounts.
- Recognized risk factors and assessed general reporting systems.

#### Audit Trainee

Black Hills Corporation, Knoxville, TN

March 2004 – December 2008

- Provided recommendations under Business Auditors.
  - Implemented business audits.
  - Prepared periodic reports and statistics issued.
  - Performed audit assistance and reporting.
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### Education:

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Bachelor's Degree in Accounting: Audit Specialization

Montclair State University, Upper Montclair, NJ

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