
FIELD AUDITOR RESUME

Objective:

Looking for employment with company searching for an experienced Field Auditor.

Qualifications:

- Remarkable experience in performing field audits and utilization of appropriate tools and kits
 - Proficient with MS office tools like Microsoft Excel, Microsoft Word, and the knowledge of conversion of digital photos
 - Strong decision making and judgment skills
 - Amazing ability to prioritize and organize work effectively
 - Strong physical capabilities
 - Excellent communication, interpersonal, organizational and presentation skills
 - Effective written and verbal communication skills
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Professional Experience:

Field Auditor, August 2005 – Present
Mediacom, Dallas, TX

- Inspected and audited all CATV equipment in assigned areas.
- Checked the equipment for quality, integrity and accountability.
- Checked company records and equipment to find out prospect of illegal activity.
- Assisted in conducting quality control checks.
- Collected equipment and unpaid balances from customers.
- Investigated leads involving illegal activities related to service.

Field Auditor, May 2000 – July 2005
Wyndham Hotels and Resorts, Dallas, TX

- Contributed to the ongoing maintenance and improvement of the company's audit program.
 - Conducted closing conferences with center personnel/management as appropriate.
 - Developed working relationships with various operations management personnel.
 - Recommended changes to audit program as appropriate.
 - Ensured consistency in audit program by following audit guidelines and procedures.
 - Ensured to keep abreast on current company policies and procedures; and audit guidelines and procedures.
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Education:

Bachelor's Degree in Accounting, Bryant & Stratton College, Cleveland, OH

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