

Richard Anderson

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OBJECTIVE:

Auditor position in the public accounting field in the Manhattan area.

SUMMARY:

- More than two years of progressive accounting and auditing experience.
- Auditor internship with Ernst And Young in New York City.
- Magna Cum Laude graduate with BBA in Accounting.
- Proficient with MS Office, Windows XP, and the Internet.

EDUCATION:

- Bachelor of Business Administration in Accounting, May 2003
- Illinois State University, Normal, Illinois
- Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken included:

- Managerial Accounting Corporate Audit and Reconciliation
- Intermediate Accounting I And II Financial Management
- Accounting I And II Internal Audit
- Accounting for Not-For-Profits Managerial Economics

EXPERIENCE:**Auditor Internship, May 2002 to August 2002****Ernst And Young, New York, New York**

- Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report.
- Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors.
- Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors.
- Received Employee of the Month award twice—first intern ever to win the award.

Accounts Payable/Bookkeeping Clerk, May 2000 to Present**Anytown Tax and Bookkeeping Service, Anytown, New York**

- Assisted (via remote) with payroll, tax, and account processing.
- Developed automated monthly sales tax payment system.
- Implemented Rapid Tax Refund service for individual customers.

ACTIVITIES:

- Vice President, Student Accountancy Chapter, 2002-2003
- Treasurer, Beta Gamma Sigma honors society, 2002-2003