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| John Doe | | |
| Summary  Detail-oriented recent graduate with a strong foundation in accounting principles and auditing processes. Eager to contribute analytical skills and knowledge to a dynamic auditing team.  Work Experience  **Audit Intern Jun 2022 – Aug 2022**  XYZ Accounting Firm Springfield, IL   * Assisted in the preparation of audit reports for small businesses, improving report accuracy by 15%. * Conducted financial statement reviews, identifying discrepancies and recommending corrective actions.   **Accounting Assistant Jan 2021 – May 2022**  ABC Corp Springfield, IL   * Managed accounts payable and receivable, ensuring timely processing and reducing overdue accounts by 20%. * Supported month-end close processes, contributing to a 10% faster reporting timeline.   Education Bachelor of Science: Accounting May 2022 *University of Illinois**Urbana-Champaign, IL*  certifications   * Certified Internal Auditor (CIA) – IIA – Expected 2024 | Contact  (123) 456-7890  john.doe@example.com  Springfield, IL 62701  Skills  Financial Analysis  Data Entry  Microsoft Excel  Attention to Detail  Time Management  Communication  Problem Solving  Team Collaboration  Accounting Software  Regulatory Compliance |