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| John Doe |
| SummaryDetail-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.

EducationBachelor of Science: Accounting May 2022*University of Illinois**Urbana-Champaign, IL*certifications* Certified Internal Auditor (CIA) – IIA – Expected 2024
 | Contact(123) 456-7890john.doe@example.comSpringfield, IL 62701SkillsFinancial AnalysisData EntryMicrosoft ExcelAttention to DetailTime ManagementCommunicationProblem SolvingTeam CollaborationAccounting SoftwareRegulatory Compliance |