

# ANDREA SMITH

123 First Boulevard, Augusta, ME 98765 a.smith@myemail.com (765) 567-7654

Detail-oriented auditor with 2 years of experience carrying out forensic financial analysis for the State of Maine. Exceptional mathematical aptitude with a proven track record for producing accurate and insightful documentation. Sound and objective judgment with the ability to spot anomalies and report findings clearly to management and stakeholders.

## EDUCATION

### BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (ACCOUNTING)

The University Of Maine, Augusta,  
ME, September 2013 - June 2017

### MASTER OF SCIENCE IN BUSINESS ADMINISTRATION (ACCOUNTING)

Husson University, Bangor, ME,  
September 2017 - June 2019

## KEY SKILLS

- Legal compliance
- Report generation
- Attention to detail
- Strong communication and presentation skills
- Mathematical reasoning
- Team and independent working

## PROFESSIONAL EXPERIENCE

### STAFF AUDITOR

State of Maine, Augusta, ME  
July 2019 - Present

- Rigorously compare assets to documentation, receiving praise 2x during performance reviews for attention to detail
- Assist with compiling and presenting recommendations to senior leadership in compliance with legal requirements
- Maintain up-to-date knowledge of state and federal law and financial best practices by independently seeking professional development and reading publications, earning a workplace commendation in June 2020 for self-motivation and diligence
- Forensically examine reports and records for anomalies and document findings with 100% accuracy

### SHIFT LEADER

GameStop, Augusta, ME  
January 2016 - June 2019

- Oversaw the sales and professional performance of up to 12 staff members and reported end-of-shift figures to the management team
- Maintained accurate sales records and identified trends, areas of success, and points for improvement
- Coached new hires to improve their customer service and sales skills
- Assisted with regular stock takes, input product quantities into the online database, and placed replenishment orders