



# Kelly Mendez

Capable auditor dedicated to completing high-quality work. Detail oriented and dedicated to providing clear and actionable information to all stakeholders. Interested in developing and implementing anti-fraud policies and programs.

## Professional Experience

### Accounting Intern

Annapolis Finance, Annapolis, MD March 2018 - June 2020

- Assisted with managing a \$10 million dollar portfolio comprised of 12-15 clients
- Merged multiple databases and updated financial information
- Completed a quality assurance check resulting in a \$52,000 asset recovery

### Internal Audit Intern

PopTech, Baltimore, MD January 2017 - March 2018

- Collaborated with senior auditors to prepare financial statements required for IPO filing
- Attended advanced trainings on fraud detection and ethics compliance
- Developed a streamlined process for requesting and receiving information from 5 major departments for auditing activities
- Oversaw the creation of SOPs and other governance documents related to standardized financial auditing

100 South Main  
Street, Aberdeen,  
MD 21001  
kmendez@email.com  
(123) 456-7890

## Education

### Bachelor of Science in Accounting

University of Maryland,  
College Park, MD  
August 2016 - May 2020

Served as a member of the Accounting Teaching Scholars program

Coursework completed:

- Linear Statistical Models in Business
- Ethics and Professionalism in Accounting
- Systems Analysis and Design

## Key Skills

- Stakeholder relationship management
- In-depth reporting and analysis
- Microsoft Excel
- Knowledge of GAAP