**Beverly G. Elliott**

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**Career Objective:**

Seeking an audit manager position with “Century Link Corporation,” where I can utilize my leadership, communication, numerical skills, accounting and auditing knowledge along with the experience of reviewing or inspecting accounts to ensure validity and legality of financial records of the organization

**Summary of Skills:**

* Strong knowledge of audit methodologies and techniques, accounting and financing principles and practices, GAAP and GAAS guidelines, risk analysis, and financial analysis
* Experience in planning, conducting, and supervising audit
* Skilled in coordinating several concurrent audits involving assigning, scheduling and supervising the work team
* Adept at financial reporting and auditing financial statements
* Excellent project management and research skills, including proficiency in MS Office Suite, accounting, audit software, and engagement management software
* Effective communication skills with abilities to interpret complex laws and regulations related to audits
* Strong leadership, time-management, and supervisory skills
* Excellent analytical and problem-solving skills to identify and solve complex accounting, and auditing issues
* Ability to pay attention to every detail needed to detect frauds or errors in accounts along with strong numerical skills to solve simple and complex calculations
* Strong organizational skills with ability to handle and accomplish multiple tasks simultaneously

**Work Experience:**

Audit Manager

Marcus Search Inc., New York, NY

April 2016 – Present

* Supervising audit team, prioritizing and scheduling tasks, and performing regular performance analysis
* Planning objectives and devising auditing strategies that address risks, accounting systems inspection, recording transactions, and presenting reports based on audits
* Performing audits of financial statements and organization's account in accordance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
* Providing guidance and conducting training sessions for junior audit staff on audit methodologies, and best industry practices
* Assisting senior management in performing special projects periodically and also in the execution of departmental initiatives to improve quality and effectiveness of the audit processes
* Keeping abreast of accounting and industry changes, and communicating relevant trends or developments to the audit team
* Executing audit test work as well as managing all aspects of audit engagement independently

Auditor

Inter-public Group, New York, NY

February 2014 - March 2016

* Provided internal and external auditing and accounting services
* Inspected and analyzed accuracy of financial records, reports, statements, policies and practices that impacted financial condition of the organization
* Documented audit processes and reports for the senior management, and also recommended corrective actions
* Documented audit test results in accordance with audit policies and procedures
* Assisted senior auditors in determining areas of high risks for business
* Attended professional training sessions provided by the company on auditing standards and practices, and also conducted interviews for new audit staff

**Education:**

* Bachelor's Degree in Accounting  
  University of New York, New York, NY  
  2012

**Certification:**

* Certified Information Systems Auditor(CISA)   
  Information Systems Audit and Control Association (ISACA), New York, NY  
  2013