**KELLY BLACKWELL**

Kelly.Blackwell@gmail.com ◆ 10505 First Street, Tysons Corner VA 22182 ◆ (703) 555-5555

*Certified Public Accountant and Audit Manager with 6+ years of experience in ledger processes, reconciliations and streamlining reports. Possess an MBA. Seeking to leverage my professional expertise and experience into a managerial role as a corporate banker.*

**CERTIFICATION**

CPA - Certified Public Accountant, California Board of Accountancy, 2013

**PROFESSIONAL EXPERIENCE**

**PRICEWATERHOUSECOOPERS,** McLean VA

*Audit Manager*  January 2010 – Present

* Prepare time and cost budgets, planned and conducted audit preparation, served as liaison during all audit phases
* Supervise and organized a team of 3 to 4 junior associates to resolve problems and achieve reporting deadline
* Conduct client interviews and led internal meetings to facilitate effective and efficient audit planning and execution
* Communicate with client and proactively sought for timely feedback for improvement in order to maximize client satisfaction
* Perform risk assessments, data analytics and financial review for over 20 projects. Compiled and presented audit findings and suggested practical business improvement

**LANGFORD PARTNERSHIP,** Sacramento, CA

*Financial Analyst September 2008 – December 2009*

* Created financial reports and supported all areas of responsibility within a 5 person finance team
* Managed a $350,000 budget, with a reduction of costs totaling 15% over two years
* Analyzed, examined, and interpreted records, compiled financial information, and reconciled reports and financial data
* Performed process analysis, and communicated recommendations to management

**Uncle Chen’S RESTAURANTS LLC (HEALTHY FAST FOOD CHAIN)**, Berkeley, CA

*Financial Analyst Intern*September 2008 – December 2008

* Analyzed inventory cost averaging US$8,000 per month in order to minimize food cost and maximize profit
* Evaluated monthly sales report averaging US$50,000 per month and presented findings to the manager for management decisions
* Forecasted monthly budget to adjust labor schedule and ordering of daily food supply in order to manage daily logistics

*Marketing Intern*  June 2008 – September 2008

* Generated publicity for restaurant grand opening via traditional media including newspaper and magazines
* Drafted health and wellness blog and managed monthly newsletter to improve community interaction
* Worked in a team environment to promote grassroots community awareness by organizing health and wellness activities
* Aggregated contact information of over 1000 new customers for a more efficient contact list

**ACTIVITIES**

**VOLUNTEER INCOME TAX ASSISTANCE PROGRAM**, Oakland, CA

*Volunteer Income Tax Assistant* March 2008

* Provided pro bono tax services to low- and moderate-income families, elderly and disabled people
* Interviewed families and applied accounting skills to complete relevant tax forms

**EDUCATION**

**UNIVERSITY OF CALIFORNIA AT BERKELEY**

Bachelor of Arts in Economics, December 2009 GPA: 3.6

**SKILLS & INTERESTS**

**Skills** Proficient in English, Mandarin, Microsoft Word, PowerPoint, Excel and Adobe Photoshop

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If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

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