

# Lucas Munoz

## Audit Supervisor

 (302) 555-1234

 lucas.munoz@example.com

 linkedin.com/in/lucasmunoz

 123 Main St, Dover, DE 19901

### STRENGTHS

- **Client Relationship Builder**  
Developed long-lasting connections with clients, reflecting a commitment to addressing needs and fostering trust.
- **Team Leadership Advocate**  
Mentored audit teams, empowering colleagues through hands-on guidance and support towards their career paths.
- **Innovative Technology Leader**  
Facilitated the adoption of modern technologies, transforming traditional audit procedures into efficient practices.
- **Strong Compliance Supporter**  
Ensured alignment with regulatory standards, consistently meeting ongoing changes to maintain operational integrity.
- **Agile Project Manager**  
Successfully maintained a balance between competing priorities, guiding projects toward successful completion with slight deviations.

### SKILLS

- GAAP

GAAS
- Audit Engagement Planning
- Client Relationship Management
- Project Management
- Team Leadership

Audit Software
- Internal Controls Evaluation
- Compliance

Financial Reporting
- Risk Assessment
- Communication Skills
- Analytical Thinking

### SUMMARY

Driven Audit Supervisor with over five years of public accounting experience, focusing on audit engagement management. Proven skills in mentoring staff and developing client relationships. Expertise in GAAP and GAAS compliance enhances operational efficiency for mid-sized companies. Responsible for planning, executing, and supervising audits while ensuring all work meets professional standards. An advocate for embracing technology and innovative tools to streamline processes and improve results. Eager to contribute leadership, proactive problem-solving, and the ability to manage multiple projects successfully within a collaborative team environment.

### EXPERIENCE

#### Audit Supervisor

Cypress Consulting Group  June 2021 - Present  Wilmington, DE

- Oversaw audit engagements for diverse clients, aligning operations with compliance standards. Developed strategic audit plans and mentored junior staff to enhance their professional growth. Played an instrumental role in implementing technologies that streamlined the audit process, significantly boosting accuracy and efficiency.
- Led comprehensive risk assessments to evaluate and strengthen internal controls across client operations.
  - Cultivated strong client relationships through consistent communication and quick resolution of inquiries, leading to high satisfaction ratings.
  - Implemented project management techniques to prioritize tasks effectively, resulting in timely audits and increased productivity.
  - Fostered team collaboration by organizing training sessions that enhanced overall skill sets and knowledge sharing.
  - Conducted thorough reviews of financial statements to ensure adherence to GAAP and GAAS guidelines, thereby minimizing governance risk.
  - Integrated AI-driven solutions into audit processes, improving precision during data analysis and reporting phases.

#### Senior Auditor

Evergreen Accounting Solutions  August 2018 - May 2021  Newark, DE

- Supervised audit teams performing systematic financial evaluations across mid-sized corporations, focusing on enhancing compliance outcomes. Developed impactful audit strategies fostering team growth and achieving client goals efficiently.
- Facilitated regular communication between clients and audit teams, creating transparency and trust throughout audit processes.
  - Designed audit plans considering key risk factors, which improved organizational effectiveness and boosted client recommendations.
  - Initiated software migration from legacy systems to advanced auditing tools, reducing manual entry errors and increasing workflow speeds.
  - Guided training programs for junior auditors, thus elevating service quality provided to clients and instilling best practices.
  - Engaged stakeholders in identifying critical financial metrics, augmenting fiscal stability and growth prospects within clients' businesses.
  - Developed supportive networks that provided resources and technical assistance during complex audit cases, enhancing team unity.

#### Audit Associate

Maple Financial Group  July 2016 - July 2018  Wilmington, DE

- Assisted in various audit assignments, contributing to meticulous planning, execution, and documentation. Gained insights into client operations while developing skills in substantial audits and analytics for large organizations.

Training Development

Problem Solving

Stakeholder Engagement

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



- Audit Supervisor at Cypress Consulting Group (5.1 Years)
- Senior Auditor at Evergreen Accounting Solutions (2.8 Years)
- Audit Associate at Maple Financial Group (2 Years)

- Played a critical role in collecting vital client information, ensuring smoother audit workflows and minimizing bottlenecks.
- Monitored preliminary assessments of risks associated with processed accounts, building foundational knowledge of critical business sectors.
- Collaboratively worked on drafting impactful reports that synthesized findings and actionable recommendations for clients.
- Provided mentorship for new entrants, familiarizing them with company policies and audit adjustments needed based on regulations.
- Enhanced verbal and written communications regarding audit guidance, thereby supporting informed decisions about fiscal responsibility.
- Contributed to maintaining a highly effective feedback loop among team members, nurturing continuous improvement opportunities.

## LEADERSHIP & AWARDS

- Recipient of the Outstanding Achievement Award from Cypress Consulting Group, recognizing exceptional client services.
- Staff Mentor of the Year awarded for commitment to junior staff development at Evergreen Accounting Solutions.

## EDUCATION

### Bachelor's Degree in Accounting

University of Delaware 🎓 GPA: 3.8 📅 2016 📍 Newark, DE

**Coursework:** Financial Accounting, Managerial Accounting, Auditing, Taxation

## CERTIFICATIONS

- Certified Public Accountant (CPA) 📅 2018
- QuickBooks Certification 📅 2019

## TECHNICAL SKILLS

- **Auditing Standards:** GAAP, GAAS, IFRS
- **Audit Tools:** CaseWare, IDEA, SAP
- **Project Management:** Trello, Asana, Microsoft Project
- **Financial Analysis:** Excel, Tableau, Power BI
- **ERP Systems:** Oracle, SAP ERP, NetSuite
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Research Software:** BNA, CCH, Wolters Kluwer
- **Data Analytics:** Alteryx, R, Python
- **Compliance Frameworks:** COSO, ISO 9001, SSAE 18
- **Mentorship Programs:** Training Workshops, Peer Mentoring, Continuing Education

## PROFESSIONAL AFFILIATIONS

- Active participant in the American Institute of CPAs (AICPA), engaging in professional development workshops.
- Member of the Delaware Society of Certified Public Accountants, promoting industry best practices.

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST