

EMILIO NGUYEN

ENTRY LEVEL ASSURANCE ASSOCIATE

📞 (325) 555-0123 ✉️ emilio.nguyen@example.com

🌐 [linkedin.com/in/emilionguyen](https://www.linkedin.com/in/emilionguyen) 📍 123 Main St, Abilene, TX 79601

STRENGTHS

- 👤 **Client Engagement**
Worked directly with clients, building trust through transparent communication about audit processes.
- 🔍 **Analytical Skills**
Demonstrated strong analytical abilities, always seeking insights to strengthen financial approaches.
- 👥 **Team Collaboration**
Excelled in teamwork environments, combining diverse perspectives to craft refined reporting solutions.
- 💡 **Research Acumen**
Effectively researched industry trends, translating findings into actionable plans for projects.
- 🔒 **Confidentiality Focus**
Upheld utmost confidentiality regarding client data and internal documents throughout roles.

SKILLS

Financial Analysis

Auditing Software Data Analysis

Research Methodologies

Report Preparation

Client Engagement

Communication Skills

Regulatory Compliance

Critical Thinking

Time Management

Team Coordination Market Trends

Presentation Skills

SUMMARY

Recent graduate with a Bachelor's degree in Accounting and hands-on experience through academic projects and internships. Demonstrated ability to analyze financial data and improve internal controls through university-led initiatives. Eager to leverage knowledge of auditing practices and compliance standards in a professional setting, contributing effectively to client engagements. Strong interpersonal skills with a commitment to client confidentiality and ethical standards, ensuring the highest level of professionalism in every interaction. Interest in working collaboratively within teams, helping clients optimize their business processes while gaining new insights from experienced professionals.

EXPERIENCE

Capstone Project Developer

University Project 📅 January 2025 - May 2026 📍 Abilene, TX

Developed an audit simulation project focused on financial reporting and compliance for a mock company. Enhanced understanding of audit processes through comprehensive analysis. Conducted industry research to inform project outcomes, integrating trends into solutions tailored to business needs. Collaborated with fellow students to prepare reports and presentations, sharpening communication skills vital for client interactions. Utilized specialized auditing software to model real-world scenarios, reinforcing technical proficiency in financial tools. Presented findings to faculty, gaining constructive feedback and recognition for thoroughness.

- Developed a comprehensive audit simulation project enhancing understanding of compliance processes.
- Conducted research on industry trends, improving relevance of project deliverables.
- Collaborated effectively with teammates to prepare detailed reports and engaging presentations.
- Utilized auditing software to simulate real-world scenarios, honing technical skills essential for accounting roles.
- Presented project outcomes to peers and faculty, receiving positive recognition for clarity.
- Managed project timelines diligently, resulting in successful completion ahead of deadlines.

Research Assistant

Academic Research 📅 September 2024 - December 2024 📍 Abilene, TX

Supported research initiatives focused on the impact of internal controls on financial accuracy in small businesses. Analyzed data across various industries, providing valuable insights into best practices. Compiled findings into a comprehensive report, contributing towards a broader academic publication aimed at enhancing public understanding of accounting issues. Engaged in regular discussions with faculty to enrich knowledge of research methodologies applicable in accounting. Developed visuals and presentations summarizing research key findings, presented at academic symposiums.

- Assisted in conducting impactful research on internal controls and their effects on finance.
- Analyzed diverse data sets to uncover common pitfalls among small businesses.
- Compiled comprehensive reports that contributed significantly to an academic publication.
- Participated in collaborative discussions to refine understanding of accounting principles.
- Created presentations to communicate research findings, reaching wider audiences.
- Maintained strict confidentiality around sensitive data throughout all research phases.

Accounting Intern

Internship 📅 June 2025 - August 2025 📍 Abilene, TX

Technical Writing

Software Proficiency

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Capstone Project Developer at University Project (1.3 Years)

● Research Assistant at Academic Research (3 Months)

● Accounting Intern at Internship (2 Months)

Played a vital role in supporting senior accountants by assisting in audits for local businesses. Engaged directly with clients to understand their financial context, developing insight into their specific needs. Assisted in the preparation of financial statements and reports, fostering attention to detail alongside adherence to accounting standards. Participated in meetings with clients, discussing audit strategies and gathering requirements for effective execution.

- Supported auditors in performing comprehensive reviews for various local enterprises.
- Assisted in preparing financial documentation, enhancing rigor in reporting.
- Engaged in client conversations to clarify audit goals and facilitate streamlined operations.
- Conducted market research impacting client financial planning.
- Gained proficiency in relevant accounting software, advancing overall efficiency.
- Maintained organized records of findings for future reference and internal use.

LEADERSHIP & AWARDS

- Dean's List, Abilene University
- Recipient of the Accounting Excellence Scholarship

EDUCATION

Bachelor's Degree in Accounting

Abilene University 🎓 GPA: 3.7 📅 2026 📍 Abilene, TX

Coursework: Financial Reporting, Auditing Practices, Taxation, Internal Controls

CERTIFICATIONS

- CPA License (in progress) 📅 2026
- QuickBooks Certification 📅 2025

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Knowledge Coach, Xero
- **Auditing Standards:** GAAP, IFRS, ASC
- **Research Tools:** Tableau, Excel, SPSS
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Documentation Tools:** Microsoft Word, Google Docs, Confluence
- **Analysis Frameworks:** SWOT, PESTEL, Financial Modeling
- **Project Management:** Trello, Asana, JIRA
- **Presentation Tools:** PowerPoint, Prezi, Canva
- **Data Visualization:** Tableau, Power BI, Google Data Studio
- **Regulatory Compliance:** SOX, Dodd-Frank, IRS Guidelines

PROFESSIONAL AFFILIATIONS

- Member of the Accounting Society at Abilene University
- Volunteer with local financial literacy programs

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST