

Nicholas Alexander

☎ (313) 555-1234 ✉ nicholas.alexander@example.com 🔗 linkedin.com/in/nicholas-alexander 📍 123 Main St, Detroit, MI 48226

SUMMARY

Detail-oriented accounting graduate with practical experience in auditing and financial analysis. Skilled in data analysis and documentation, demonstrating compliance with regulations. Hands-on experience through academic projects focused on procurement processes and contractor evaluations using automation tools. Eager to join DRA's dynamic auditing team to apply knowledge gained in academia. Commitment to professional growth aligns well with the opportunities provided by DRA. Proven ability to collaborate effectively within teams while maintaining strong communication skills, ensuring successful project delivery.

EDUCATION

Bachelor's Degree in Accounting
University of Michigan GPA: 3.7
Coursework: Financial Accounting, Auditing, Managerial Accounting, Taxation

2026
Ann Arbor, MI

TECHNICAL SKILLS

- **Automation Tools:** Excel, QuickBooks, Python
- **Audit Software:** ACL, IDEA, SAP
- **Statistical Analysis Tools:** R, SAS, SPSS
- **Financial Reporting Standards:** GAAP, IFRS, ASPE
- **Document Management Systems:** DocuWare, SharePoint, M-Files
- **Database Technologies:** SQL, Microsoft Access, Oracle
- **Presentation Software:** Microsoft PowerPoint, Prezi, Google Slides
- **Project Management Tools:** Trello, Asana, Jira
- **Customer Relationship Management:** Salesforce, HubSpot, Zoho
- **Time Management Techniques:** Pomodoro Technique, Eisenhower Matrix, Time Blocking

SKILLS

- Auditing
- Data Analysis
- Accounting Software
- Communication
- Financial Analysis
- Microsoft Excel
- Team Collaboration
- Problem Solving

EXPERIENCE

Audit Project Developer
University Project

January 2026 - May 2026
Detroit, MI

Planned and executed an audit project focusing on local businesses' financial records. Analyzed data using Excel and automated tools to ensure accuracy and compliance with standards. Maintained thorough documentation supporting findings and collaborated on presentations for actionable recommendations.

- Executed comprehensive audits for various local business records, enhancing understanding of accounting intricacies.
- Utilized automation tools in Excel to refine processes, reducing manual efforts and increasing efficiency.
- Developed audit working papers, featuring schedules and summaries, reinforcing findings with clear documentation.
- Collaborated with peers for impactful presentations that led to tangible financial improvement strategies.
- Reviewed accounting documents against source records, confirming the integrity of transactions recorded.
- Gained insights into practical audit methodologies and the crucial role of precise documentation.

Research Assistant
Academic Research

September 2025 - December 2025
Detroit, MI

Contributed to research aimed at assessing regulatory impacts on government contract procurement. Collected and analyzed data with a focus on compliance. Worked closely with faculty in drafting research papers, revealing effective audit methodologies.

- Conducted extensive analyses of governmental auditing standards focused on real-world impacts.
- Collected and evaluated vast datasets using statistical software for regulatory evaluation.
- Collaboratively prepared research papers, improving personal knowledge of auditing practices.
- Introduced new analytical methods which enhanced accurate assessments of financial compliance.
- Presented findings at academic gatherings, promoting dialogue regarding policy improvements.
- Gained significant exposure to complexities within governmental auditing frameworks.

Accounting Intern

June 2025 - August 2025

Internship

Detroit, MI

Supported the accounting department through rigorous financial statement preparations and internal audits. Verified invoices and facilitated the preparation of working documentation for audits, honing practical accounting skills.

- Played a key role in financial reporting processes, enhancing clarity and accountability within statements.
- Reviewed invoices for accuracy, reinforcing foundational knowledge of essential accounting practices.
- Assisted in preparing working papers and reconciliations, laying a solid groundwork for actual audits.
- Actively engaged in discussions aimed at streamlining auditing processes based on early findings.
- Leveraged software tools to analyze financial datasets, generating useful reports and insights.
- Cultivated a thorough understanding of practical applications of established accounting principles.

LEADERSHIP & AWARDS

- Dean's List, University of Michigan, 2024 - 2026
- First Place, University Accounting Competition, 2025

CERTIFICATIONS

- N/A  2022
- N/A  2022

PROFESSIONAL AFFILIATIONS

- Member, Accounting Club, University of Michigan, 2023 - Present
- Volunteer, Local Non-Profit Tax Assistance Program, 2024 - 2026

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST