



# Nicholas Alexander

## Entry Level Auditor

☎ (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 📅 2026 📍 Ann Arbor, MI

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

### 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

### 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.

### STRENGTHS



#### Analytical Skills

Used detailed analyses to identify discrepancies during the audits, leading to accurate conclusions and suggestions.



#### Team Collaboration

Motivated groups to work towards common goals, creating an environment where everyone's voice was valued.



#### Problem Solving

Navigated challenges effectively during audits, proposing innovative solutions that aligned with organizational goals.



#### Attention to Detail

Maintained thoroughness in reviewing financial records, ensuring strict adherence to accounting protocols.



#### Effective Communication

Facilitated team meetings where audit progress was discussed openly, resulting in greater transparency.

### SKILLS

Auditing Financial Analysis

Data Analysis Microsoft Excel

Accounting Software

Team Collaboration

Communication Problem Solving

### LANGUAGES

English

Native

MY CAREER



- Audit Project Developer at University Project (4 Months)
- Research Assistant at Academic Research (3 Months)
- Accounting Intern at Internship (2 Months)

- 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

Internship 📅 June 2025 - August 2025 📍 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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST