

Kingston Banks

Cost Auditor

☎ (217) 555-0123 ✉ kingston.banks@example.com

🌐 linkedin.com/in/kingstonbanks 📍 123 Maple Street, Springfield, IL 62701

STRENGTHS

- 📊 **Analytical Thinking**
Applied analytical skills in assessing complex financial data during audits, regularly gaining peer recognition for abilities.
- 📄 **Report Writing**
Crafted detailed audit reports that facilitated understanding of financial norms; frequently sought out by faculty for advice.
- 🗣️ **Communication Skills**
Demonstrated exceptional verbal and written communication, leading presentations that conveyed critical findings clearly.
- 👥 **Team Collaboration**
Collaborated within diverse teams during projects which strengthened collective problem-solving and workflow efficiencies.
- 🕒 **Time Management**
Successfully balanced multiple academic responsibilities, ensuring timely completion of audits and comprehensive reports.

SKILLS

Auditing Data Analysis
Report Writing Financial Analysis
Microsoft Office Suite
Communication Critical Thinking
Statistical Analysis
Internal Controls
Compliance Management
Risk Assessment Entity Analysis
Policy Evaluation Trend Analysis
Presentation Skills

SUMMARY

Recent graduate with a Bachelor's degree in Accounting from the University of Illinois, specializing in auditing and financial analysis. Developed strong analytical and interpersonal skills through academic projects and internships. Proven ability to conduct thorough audits and present findings effectively. Excited to leverage educational background and skills in an entry-level cost auditor role at CGS Solutions to contribute to organizational compliance and efficiency.

EDUCATION

Bachelor's Degree in Accounting

University of Illinois 🎓 GPA: 4.0 📅 2026 📍 Springfield, IL

Coursework: *Financial Management, Introductory Auditing, Taxation Principles, Data Analysis*

TECHNICAL SKILLS

- **Auditing Software:** ACL, SAP, QuickBooks
- **Data Analysis Tools:** Excel, R, SQL
- **Presentation Tools:** PowerPoint, Prezi, Google Slides
- **Financial Analysis Methods:** Variance Analysis, Ratio Analysis, Trend Analysis
- **Reporting Standards:** GAAP, IFRS, COSO Framework
- **Research Methodologies:** Qualitative, Quantitative, Mixed-Methods
- **Database Management Systems:** MySQL, Oracle, MongoDB
- **Office Applications:** Microsoft Word, Excel, PowerPoint
- **Statistical Software:** SPSS, SAS, Tableau
- **Business Intelligence Tools:** Power BI, Tableau, QlikView

EXPERIENCE

Audit Team Member

University Project 📅 January 2026 - April 2026 📍 Springfield, IL

Collaborated on a university audit project focused on assessing financial records and compliance. Played a key role in identifying discrepancies and integrating feedback. Presented impactful findings showcasing process improvements and overall compliance.

- Conducted a comprehensive audit of university financial records, evaluating adherence to institutional policies and internal controls.
- Analyzed financial data to identify discrepancies, leading to actionable insights that enhanced departmental processes.
- Drafted a detailed audit report summarizing methodologies, findings, and proposed corrective actions for management's review.
- Engaged with university staff through interviews, gathering qualitative data to inform findings and recommendations.
- Utilized Microsoft Office tools effectively to organize data and create presentations, enhancing communication with stakeholders.
- Received commendations from faculty for clarity and thoroughness during presentation of audit results.

Research Assistant

Academic Research 📅 September 2025 - December 2025 📍 Springfield, IL

Assisted in research focusing on financial compliance best practices and contributed valuable insights. Gained hands-on experience in research methodologies while striving for superior outcomes.

- Supported research aimed at assessing financial compliance within educational institutions; conducted data collection across departments.

LANGUAGES



MY CAREER



- Audit Team Member at University Project (3 Months)
- Research Assistant at Academic Research (3 Months)

- Compiled and analyzed findings, highlighting compliance challenges and formulating strategic suggestions for enhancement.
- Worked collaboratively with faculty to refine methodologies and improve analytical strategies, enriching the research framework.
- Strengthened presentation skills through engaging departmental seminars sharing research outcomes with peers and advisors.
- Contributed to successful publication of research findings in the university's academic journal, expanding institutional knowledge.
- Recognized for dedication and quality of research contributions within academic circles.

LEADERSHIP & AWARDS

- Dean's List for Academic Excellence (2024, 2025)
- Certificate of Achievement in Financial Literacy Education (2023)

CERTIFICATIONS

- Certified Internal Auditor (CIA) 📅 2026
- Microsoft Excel Certification 📅 2025

PROFESSIONAL AFFILIATIONS

- Member of the Accounting Club, participating in workshops and networking events to enhance professional skills.
- Volunteered for the Financial Literacy Program, educating peers on budgeting and responsible financial management.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST