

Jordan Williamson

📞 (217) 555-1234 ✉️ jordan.williamson@example.com

🌐 linkedin.com/in/jordanwilliamson 📍 1234 Elm St, Springfield, IL 62701

SUMMARY

Detail-oriented recent graduate emphasizing internal auditing and data analytics, gaining hands-on experience through university projects. Proficient in utilizing advanced tools like Excel and Power BI for effective data analysis. Developed a strong analytical mindset focused on risk identification and supporting data-driven decisions in audit initiatives. Excellent in collaborating within teams, clearly communicating findings, and engaging stakeholders at all organizational levels with professionalism. Eager to enhance the audit process at Innovative Audit Solutions by leveraging both traditional and emerging technologies to ensure thoroughness and efficiency.

EDUCATION

Bachelor's Degree in Accounting

University of Illinois GPA: 3.8

2026

Springfield, IL

Coursework: Financial Reporting, Data Analytics, Risk Assessment, Auditing Principles

TECHNICAL SKILLS

- **Data Analysis Tools:** Excel, Power BI, Tableau
- **Auditing Standards:** GAAP, IFRS, COSO Framework
- **Documentation Tools:** Microsoft Word, Google Docs, Atlassian Confluence
- **AI Technologies:** ChatGPT, IBM Watson, Microsoft Cortana
- **Project Management Tools:** Trello, Asana, JIRA
- **Programming Languages:** Python, R, SQL
- **Statistical Software:** SPSS, SAS, MATLAB
- **Presentation Software:** Microsoft PowerPoint, Prezi, Canva
- **Cloud Storage Solutions:** Google Drive, Dropbox, OneDrive
- **Event Management Tools:** Eventbrite, Zoom, Microsoft Teams

SKILLS

- | | | | |
|--------------------------------|-------------------|-----------------------|-----------------------------|
| • Artificial Intelligence (AI) | • Power BI | • Process Flows | • Audit Procedures |
| • Data Analytics | • Control Testing | • Teamwork | • Compliance Knowledge |
| • Internal Auditing | • Documentation | • Analysis Tools | • Testing Methodologies |
| • Excel | • Risk Assessment | • Presentation Skills | • Stakeholder Communication |

EXPERIENCE

Data Analysis Intern

January 2026 – May 2026

University Project

Springfield, IL

Supported an academic project simulating an internal audit process focusing on data analysis. Collaborated effectively to analyze trends using tools like Excel and Power BI while documenting findings aligned with audit best practices. Engaged in developing comprehensive audit documentation including procedures and observations.

- Participated in team discussions to identify processes and control mechanisms enhancing understanding of risks involved.
- Conducted detailed data analysis leading to actionable insights that improved mock audit findings.
- Executed control tests in alignment with established guidelines, ensuring documented results were precise and auditable.
- Utilized AI applications for enhanced document drafting and review, contributing to streamlined operational efficiency.
- Maintained organized workpapers, requested and compiled audit evidence systematic for validation.
- Communicated progress and challenges, promoting transparency within the team framework.

Audit Procedures Capstone

September 2025 – December 2025

University Project

Springfield, IL

Designed an internal audit plan for a simulated entity as part of a capstone initiative. Focused on applying risk assessment techniques and compliance-based methodologies during various phases of the project, contributing significantly to understanding of audit frameworks.

- Orchestrated walkthroughs and control evaluations fostering coherence among student members regarding best practices in auditing.
- Implemented procedures elucidating data-driven methodologies for rigorous risk identification and assessments.
- Created exhaustive documents establishing controls and procedural observations fulfilling audit template criteria.
- Engaged in ongoing risk assessments, adjusting concepts based on evolving test circumstances and audits.

- Facilitated presentations of findings showcasing critical engagement capabilities in translating data into strategic recommendations.
- Empowered team interactions to navigate complexities within auditing trends.

LEADERSHIP & AWARDS

- Dean's List, University of Illinois, 2024, 2025
- First Place, University Data Analytics Competition, 2025

CERTIFICATIONS

- Certified Internal Auditor (CIA) 📅 2026
- Data Analytics for Auditors 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, University of Illinois
- Volunteer Tutor, Local High School Math Program

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST