

# AUDRA TORRE

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## ACCOUNTING PROFILE

- Progressive skills and knowledge of accounting and auditing obtained through internship, education, and tax volunteer work
- Strong attention to detail developed through 3+ years of administrative experience
- Experience with drafting internal audit reports as part of audit internship
- Focus on teamwork enhanced through participation in collegiate athletics, work experience, and student leadership
- Proficient in written and conversational Spanish, currently learning Cantonese
- Efficient computer skills, particularly Microsoft Excel and QuickBooks

## EDUCATION

Colorado State University, Fort Collins, CO May 20XX  
Bachelor of Science in Business Administration **Major GPA 3.8**  
Concentration: **Accounting** Overall GPA 3.4  
Study Abroad at Universidad Complutense de Madrid, Spain Spring 20XX

## ACCOUNTING EXPERIENCE

**Audit Internship** May 20XX - August 20XX  
KPMG, LLP, Denver, CO

- Collaborated with 10 team members on annual audit of ChaChing Corporation, culminating in final certification report
- Assisted with weekly preparation of audit work papers for clients in a variety of industries
- Analyzed financial statements for 20+ clients to identify operational risks and potential solutions for risk management

**Accounting Internship** May 20XX - August 20XX  
Herman Miller, Inc., Zeeland, MI

- Prepared 10-K disclosure reports as part of the external financial reporting team for a globally recognized furnishings company
- Performed tests of key controls for SOX compliance
- Monitored and reconciled general ledger accounts for three high-profile departments totaling \$3M per year
- Collected and validated data to ensure compliance with corporate financial guidelines

## ADDITIONAL WORK EXPERIENCE

**Administrative Assistant** December 20XX - August 20XX  
Pilkington & Associates, Sterling, CO

- Maintained human resources records for 30 company employees ensuring accuracy
- Entered confidential data from various human resources documents into PeopleSoft HRMS
- Demonstrated work ethic and commitment through 100% attendance during tenure at company

## ACTIVITIES & HONORS

Beta Alpha Psi, Member March 20XX - Present  
Colorado State University Volleyball, Collegiate Athlete April 20XX - April 20XX  
Career Management Center Student Advisory Board, Member January 20XX - May 20XX  
RamRide, Volunteer August 20XX - May 20XX  
Dean's List Fall 20XX, Spring 20XX