Prince Woodard

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(555) 555-5555

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EDUCATION

University of Mary Washington, College of Business

Bachelor of Science in Accounting

GPA: 3.79

Fredericksburg, VA May 2021

PROFESSIONAL EXPERIENCE

KPMG Washington, DC

Federal Audit Intern June-August 2019

Prepared lead sheets for substantive testing and identified significant fluctuations to be tested

- Wrote internal control narratives based on client discussions and performed walkthroughs on each control
- Participated in audit of two employee benefit and contribution plans, testing participant eligibility, contributions, plan loans, investment allocations, and distributions

Atlanta, GA May-August 2018

Finance Intern

- Earned one of 20 positions in Finance Internship Program among 350 applicants
- Interacted weekly with senior finance leaders to discuss career paths, share ideas, develop leadership skills and learn Coca-Cola's business model
- Researched the rightful owner of outstanding checks, collaborated with other departments to resolve unclaimed funds, maintained accurate records, prepared research packets for audit, and completed peer review of another department's account reconciliations while assigned to Unclaimed Property Department of North America Regional Finance Center
- Delivered capstone presentation to 30 senior finance leaders

LEADERSHIP AND VOLUNTEER EXPERIENCE

Income Tax Assistance (Rappahannock United Way)

Volunteer

Fredericksburg, VA January-April 2019

- Contributed three hours a week at local site
- Prepared free individual income tax returns for low to moderate income taxpayers and advised on special credits

ACHIEVEMENTS/AWARDS

• Study Abroad: India

Fall 2018

• Sigma Beta Delta, University of Mary Washington

Spring 2019

TECHNICAL PROFICIENCIES

- Microsoft Windows, Word, Excel, Access, PowerPoint; QuickBooks and Quicken; SAP
- Proficient in Spanish language

INTERESTS

Cooking, Running, Traveling, Reading, Kayaking