



# RACHEL SIMMONS

San Francisco, CA  
rachel.simmons@email.com  
(123) 456-7890

## Audit accountant specializing in financial compliance and risk assessment

Audit accountant with nine years of experience conducting financial audits, internal controls testing, and risk assessments for corporate and public sector clients. Skilled in evaluating financial statements, ensuring regulatory compliance, and identifying inefficiencies in accounting processes. Adept at working with executive teams and auditors to improve financial transparency.

## Education

- Bachelor of Science (B.S.)  
Accounting  
University of California, Berkeley, CA | 2015

## Key Skills

- External and internal audits
- Financial statement analysis
- GAAP and IFRS compliance
- Risk assessment and mitigation
- Internal controls evaluation
- Process improvement and efficiency

## Professional Experience

### ● Audit Accountant

*Bay Area Financial Auditors, San Francisco, CA | June 2018 - Present*

- Conduct external audits for Fortune 500 clients, ensuring compliance with GAAP and reducing financial discrepancies by 30%
- Assess internal controls, identifying weaknesses and implementing process improvements that increased efficiency by 25%
- Prepare detailed audit reports and present findings to senior leadership and regulatory agencies

### ● Staff Accountant – Audit Division

*West Coast Accounting Group, San Francisco, CA | August 2015 - June 2018*

- Assisted in financial audits for public and private companies, ensuring accuracy in financial reporting
- Reviewed general ledger accounts and reconciliations, reducing errors in financial statements by 20%
- Provided audit recommendations to clients, leading to improvements in internal financial procedures

## Certifications

- Certified Public Accountant (CPA) | California Board of Accountancy | 2015