**JOHN DOE**

joe.doe@gmail.com | 713.333.9999 | linkedin.com/in/josephdvorak | Kansas City, KS 33442

**OBJECTIVE**

Recent graduate with experience developing and analyzing cost models, performing quality assurance reviews, and building process solutions to improve forecast accuracy and compliance for internal and external clients. Seeking opportunities to leverage internal audit, compliance, and risk management skills in a collaborative environment. **Developed understanding of the following areas**:

Business Processes – Financial Analysis & Reporting – Cost Management – Accounting

**EDUCATION**

**Donnelly College** – Kansas City, KS (May 2021)

Associates of Arts, Dean’s List [GPA: 4.00/4.00]

**RELEVANT EXPERIENCE**

**Donnelly College** – Kansas City, KS (May-Aug, 2018)

*Leading global business consulting and internal audit firm specializing in risk, advisory, and transaction services*

**Dragon Scholar / IS Entrepreneurship Team Member**: Responsible for overseeing all aspects of the information systems portion of the project, process issues, compiling information, and analyzing data in order to present solutions to Donnelly student and staff. Built technical skills and helped clients review, document, evaluate, and test controls.

* **Ensured client achieved full compliance** by performing a series of required test
* Helped **optimize information system process** by researching and documenting departmental processes for management’s review

**HONORS & ACTIVITES**

Member – **PHI THETA KAPPA** (PTK) – *The official international honor society for two-year colleges*

V. President – **STUDENT SENATE** – *Club that serves as a liaison between the Donnelly’s student body, faculty and staff*

**TECHINICAL SKILLS**

Microsoft Office (Word, Powerpoint, Advanced Excel) – SAP – Oracle

**ADDITIONAL EXPERIENCE**

Server & Bartender – **NATIONAL GOLF CLUB** – Kansas City, KS (May-Aug, 2020)

* Boosted revenue and increased tip value by successfully building strong connections with club members and upselling orders
* Successfully multitasked to serve more than one customer at a time and provide a pleasant dining experience
* Communicated order to the kitchen staff and ensured that all orders were accurate and delivered on time