

DONITA SILVA

1247 Madison Road, Columbus, OH 43216 614-555-0100 dsilva@mail.com

OBJECTIVE

Computerized Accounting Systems Auditor I

QUALIFICATIONS SUMMARY

- Education in accounting practices and computer systems
- Programming competence in COBOL, C++, and Visual Basic
- Practical experience in EDP accounting applications
- Proficient in Word, Excel, Access, and Windows
- Proven interpersonal skills in an auditing environment
- Experienced in AS/400, PC, IBM OS/390, and Novell LAN operations

EDUCATION

Bachelor of Business Administration, 2003 • Renton College, Columbus, OH
• Major: Computer Information Systems • Minor: Internal Auditing

Relevant Courses of Study:

- Analysis, Design, and Auditing of Accounting Information Systems
- Internal Auditing • Information Systems Auditing • Accounting Applications
- Database Management • Advanced Corporate Finance • Cost Accounting

Senior Internship: American Interstate Bank

Under the supervision of the managing field auditor of American Interstate Bank, performed internal audits on the safety-deposit box operations of five local branches. Reviewed the audit findings with the branch managers. Compiled final report and presented it to the managers.

EXPERIENCE

Alexander & Swartz, Columbus, OH **9/02 to Present**
Part-time Assistant Staff Auditor. Assist in audits of cash, accounts receivable, and accounts payable for midsized firms that use AS/400s. Interface with clients and write audit reports as member of the Business Services Assurance and Advisory team.

Micronomics Company, Columbus, OH **6/99-9/02**
Part-time Programmer's Assistant. Designed, documented, coded, and tested COBOL program subroutines for order-entry system on Novell PC network. Achieved a 95 percent average program-accuracy rate on test runs. Cataloged and filed new programs and program patches for the company's software library.

Renton College, Columbus, OH **9/97-6/99**
Computer Operator Aide. Using OS/390 system, copied files for backup. Verified accuracy of reports and scheduled print sequences. Recommended schedule changes that improved efficiency of backup procedures by 28.5 percent.

ASSOCIATIONS

Information Technology Management Association, 1998 to Present
Columbus Computer Club, 1997 to Present

Scannable Resume