

# Jordan Miller

## Accounting College Graduate

Recent accounting graduate skilled in GAAP principles, Excel macros, and reconciliations. Internship at a Big Four firm honed attention to detail and audit support experience.



### KEY SKILLS

- GAAP & audit support
- Excel macros & pivot tables
- Account reconciliation
- Detail-oriented documentation



### EDUCATION

Bachelor of Science in  
Accounting | State University ,  
City, ST  
May 2022



### PROFESSIONAL EXPERIENCE

#### Audit Intern

Deloitte , City, ST | May 2022 – August 2022

- Assisted in audit fieldwork for 5 clients, preparing workpapers that identified \$100K in expense variances.
- Automated balance-sheet reconciliations using Excel macros, cutting prep time by 25%.

#### Accounting Clerk,

University Bursar's Office , City, ST | September 2021 – May 2022

- Processed 200+ student transactions monthly, maintaining 100% accuracy.
- Reconciled bank statements, uncovering and correcting a \$2K discrepancy.