

KEVIN X. XXXX

(214) XXX-XXXX

XXXXX@hotmail.com

XXXXX Street, Apt. XXXX ■ XXXX, TX 75287

Problem solver;
Assessed fiscal procedures, identified and implemented improvements to strengthen the financial health of the business

Effective team member;
Maintained financial schedules and ensured quality reports and analyses

Resourceful and well-organized; Skilled in activity planning, task management and follow through

Keen sense of responsibility; solid professional standards; excellent track record of dependability

EDUCATION

Masters in Business Administration with concentration in Corporate Finance - 2005

B.S. in Accounting - 2000

AFFILIATIONS

American Institute of Certified Public Accountants

Texas Society of Certified Public Accountants

National Association of Black Accountants

Toast Masters International

COMPUTER EXPERTISE

Microsoft Excel
Microsoft Access
Microsoft Word

Actively seeking a position as a
— **HOSPITAL CONTROLLER** —
in a company in need of an detail oriented professional

Certified Public Accountant with five years accounting and auditing experience with demonstrated background in formulating and administering accounting etiquette within the medical industry. Expertise in monitoring daily cash transactions, and recording all financial activity for small to medium sized businesses. Established integrity, quality and professionalism as consultant to provide clients with a broad array of services including accounting and auditing advice. Enthusiastic, creative and willing to assume increased responsibility. Able to coordinate multiple projects and meet deadlines under pressure. Effective written and verbal skills from both business and accounting perspectives. Excellent interpersonal skills and able to communicate and collaborate effectively with co-workers at all levels.

PROFESSIONAL EXPERIENCE

Senior Auditor: Tenet HealthCare Corporation, Dallas, TX 2003-Present

- Supervises and plans financial and operational audits to identify and record risk and controls, test and evaluate controls, determine compliance with organization and regulatory policies and procedures, summarize audit results and prepares related audit reports
- Analyzes statements of operation and position through review of account balances with supporting documentation to ensure proper classification and recording of transactions on the financial statements
- Handles clinical department audits by reviewing and analyzing processes, risks, and controls through the use of supporting documentation including but not limited to medical records, patient bills, and coding practices to ensure compliance with federal and state regulations and third party payers
- Manages compliance reviews of legal arrangements with physicians by comparing the terms, execution, and progression of agreement to regulatory guidelines
- Creates and implements audit procedures to adapt to exceptional audit issues as directed by company compliance and legal department

Senior Auditing Consultant: Ernst and Young LLP, Dallas, TX 2002-2003

- Created, organized, performed, and compiled inventory testing procedures for a wholesale office supplier's domestic operations with approximately \$30,000,000 in inventory.
- Planned and supervised financial audits, interviewed management, determined and documented risk and controls, tested and evaluated controls, and summarized audit results
- Assisted in preparation of 10-K annual and 10-Q quarterly reports
- Coordinated and assisted discussions with clients concerning the implementation of Sarbanes-Oxley Standards Act, and the core effect on each company's financial processes and controls
- Supervised audit which analyzed the classification of pre-bankruptcy and post bankruptcy claims from accounting records to ensure existence and proper classification in court documentation
- Performed financial statement analysis which analyzed distinct factors that caused significant changes in account balances during the period of review
- Researched GAAP and regulatory accounting questions in relation to the appropriateness and timeliness of revenue recognition on warranty sales in the technological industry
- Acted as liaison in communicating and resolving audit issues between audit team management and executives through client management

Staff Auditing Consultant: Ernst and Young LLP, Dallas, TX 2001-2002

- Documented and tested cash and payroll internal control processes for several companies and created written recommendation for clients to strengthen overall internal control process.
- Conducted extensive research and analysis of a client's 401-K plan
- Reconciled a client's cash account to bank statements and general ledger balances for the previous two years, enabling a positive sales price negotiation in an acquisition and merger
- Executed audits including oil and gas entities, health care entities, retail entities, and real estate entities

Advancement History:

Promoted to Senior Auditing Consultant position after proven success as a Staff Auditing Consultant from year 2001

Accounting Intern: General Motors Corporation, Arlington, TX May-August of 1999

- Handled fixed asset inventory management review which accounted for over \$250 million of fixed assets as required by General Motors policy
- Compiled written and oral report with findings, conclusions, and recommendations which was presented to General Motors Plant management at fixed asset inventory conclusion
- Assisted in employee payroll check preparation, printing, and distribution on bi-weekly basis