

SANDY KAY BRADY

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OBJECTIVE

An auditing or accounting position with a regional banking system applying my education, relevant experience, and knowledge of operational management.

EDUCATION

Bowling Green State University Bowling Green, Ohio
Bachelor of Science in Business Administration December, 2007
Specialization in Accounting, GPA: 3.2

EXPERIENCE

Sky Financial Group

Internal Staff Auditor (Internship)

Bowling Green, Ohio
May 2007 – August 2007

- Assisted and conducted independent audits of various company operations and developed recommendations to improve operating controls and procedures
- Used own discretion and judgement to make independent decisions on the job
- Identified control weaknesses and communicated efficiency recommendations to the appropriate department managers
- Assisted in preparation of audit reports
- Performed word and data-processing duties as needed to support management information responsibilities of the internal audit department
- Performed audit procedures in compliance with internal auditing standards

Sky Bank

Client Service Associate

August 2006 – April 2007

- Provided prompt, efficient and accurate service to customers in processing of transactions
- Opened new customer accounts and sold bank products
- Balanced the cash vault and handled currency for transactions
- Performed internal account audits

SKILLS

- Knowledge of ProSeries - Tax accounting software
- Understand the importance of confidentiality
- Knowledge of Microsoft Word, Excel, PowerPoint, and Access