

# MARIA DUNN

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## SUMMARY

Diligent Auditor skilled in outlining risk assessments and discussing potential compliance issues with management. Conceptual thinker successful at refining audit systems. Proficiently monitors budgetary matters to achieve financial accountability and transparency.

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## HIGHLIGHTS

- Certified Public Accountant (CPA)
  - Microsoft Excel expert
  - Knowledge of GAAP guidelines
  - Sarbanes-Oxley
  - Valued team player
  - Recordkeeping expert
  - Solution-orientated
  - Contract auditing
  - Independent worker
  - Highly analytical
- 

## EXPERIENCE

### SUNSHINE BANK Brighton, East Sussex

- Auditor** 05/2009 to Current
- Collect financial data and analyse trends.
  - Assess compliance with financial regulations and controls.
  - Test various financial documents and reports for accuracy and compliance.
  - Examine wide range of documentation.
  - Identify ongoing compliance issues, process weaknesses, and inefficiencies.

### PG AUDIT GROUP London, England

- Auditor** 08/2006 to 04/2009
- Completed regulatory, pre-implementation, and risk-based audits to achieve business objectives.
  - Systematically reviewed documents and assembled financial statements.
  - Planned and executed operational audits of various business areas using risk-based audit methodology.
  - Directed and educated junior team members on auditing techniques and software.
  - Documented audit tests and findings.

### SMITH & STEVENS AUDITORS London, England

- Auditor** 05/2004 to 07/2006
- Monitored new trends and technologies as they applied to audit areas.
  - Tested the design and effectiveness of internal controls by completing walk-throughs of complex business processes and analyzing results.
  - Diligently tracked remediation plans to confirm proper resolution.
  - Verified compliance of company controls with established policies.
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## EDUCATION

**BACHELOR OF SCIENCE: ACCOUNTING**  
London South Bank University, London, England

2004

# Resumes For Better Jobs

**Diane Stafford, Moritza Day**



## Resumes For Better Jobs:

**Résumés for Better Jobs** Lawrence David Brennan, Stanley Strand, Edward C. Gruber, 1973      **Resumes for Better Jobs** Lawrence David Brennan, Stanley Strand, Edward C. Gruber, 1987 The revised edition of the classic resume job guide that has sold more than 310 000 copies      **Find a Better Job** Michael Dolan, 2001 Step by step plans for identifying and getting your next job or promotion      **Real-resumes for Medical Jobs** Anne McKinney, 2001 A key to advancing professionally is to choose the right industry in which to work and if your interests are in any way medically related you are fortunate career wise The medical field is a fast growing one and this targeted resume and cover letter book will help you enter this land of opportunity or advance in it A key is to make sure your resume talks the lingo of the medical field Get the book that can show you how to best express and phrase the concepts you want to communicate Here s a book in which you will find resumes with job titles such as these director of nursing medical therapist nurse s aide medical doctor M D nurse practitioner dental hygienist cytotechnologist director of nursing director of dental surgery pharmaceutical sales representative massage therapist medical administrator medical supplies coordinator nursing home administrator medical office manager operating room nurse patient care advocate orthopedic technician pharmacy manager phlebotomist registered nurse R N licensed practical nurse L P N public health case worker transcriptionist veterinary technician and many more      *The Complete Book of Resumes* Karen Schaffer, 2005-11-01 Crafting the perfect resume is the first step for job seekers And these days employers have tons of different filters to weed out candidates and narrow their hiring pool The Complete Book of Resumes is packed full of information on crafting a resumes and the kind of structure and language that will get an employer s immediate attention as well as tons of samples for readers to use as a guideline for success The Complete Book of Resumes includes information on How to begin if you re starting from scratch The profile or the most important part of your resume Work experience or What have I been doing all these years Punching it up how to make a good resume great The career transition resume chapter for brave souls You re just starting out Big leaps positioning yourself for jobs above your current level Including more than 300 resumes The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience      [Career For Dummies Three eBook Bundle: Job Interviews For Dummies, Resumes For Dummies, Cover Letters For Dummies](#) Joyce Lain Kennedy, 2013-01-02 Three complete ebooks for one low price Created and compiled by the publisher this career bundle brings together three of the bestselling For Dummies career titles in one e only bundle With this special bundle you ll get the complete text of the following titles Resumes For Dummies 6th Edition Write a winning resume and land that job interview Is your job search stalling out after you submit a resume but before you re offered an interview With a recession that has caused widespread unemployment having a winning resume is vital to securing an interview and it demands a fresh look at how you write your resumes and market yourself Whether you re entering the job market for the first time looking for a new job after a lay off or changing careers Resumes

For Dummies shows you the ropes and rules for a new era in recruiting and job searching Job Interviews For Dummies 4th Edition Does the thought of interviewing for a new job send shivers down your spine It doesn't have to Whether you're searching for your first job changing careers or looking for advancement in your current line of work Job Interviews For Dummies shows you how to use your skills and experiences to your advantage and land that job Following a half decade characterized by an explosion of economic crises global expansion and technological innovation in the job market today's job seekers vie for employment in a tough era of new realities where few have gone before In addition to covering how to prepare for an interview this updated edition explores the new realities of the job market with scenarios that you can expect to encounter an updated sample question and answer section coverage of how you can harness social media in your job search information on preparing for a Web based interview and the best ways to keep your credibility when applying for several jobs at once Cover Letters For Dummies 3rd Edition Cover letters are alive and sell When they're written right that is To stand out in today's sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You've probably suspected that passive and sleepy cover letters merely hugging resumes won't get you where you want to go Especially in a shaky job market [Real Resumes for Nursing Jobs](#) Anne McKinney, 2003 Even within the nursing field there are a wide variety of positions and this book shows samples of resumes and cover letters that have worked This title will be a valuable resource to nursing professionals who seek clinical nursing or administrative positions Newly minted nurses and newcomers to the field will learn how to show off their clinical rotations to best advantage Nurses often change fields too and the book includes resumes of nurses who have successfully transitioned into pharmaceutical sales and other areas A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show nurses how to maximize their career potential get federal nursing positions and change fields if they want to This is the 25th title in PREP's Real Resumes Series *Blue Collar Resumes-Third Edition* Steven Provenzano, CPRW/CEIP, 2017-08-10 Blue Collar Resumes Third Edition will help you discover organize and market your skills and abilities to employers with impact and clarity Using real life examples and the latest strategies used by expert resume writers Steven Provenzano CPRW CEIP clearly explains how to sift through your work history extract and develop key points about your talents and sell them to win interviews You'll learn to evaluate your work experience education and skills and translate them into powerful selling points You will also learn new effective methods to format and organize your achievements design the finished resume and leverage new techniques for making job contacts and acing the interview The 100 resume examples in Blue Collar Resumes Third Edition reflect a broad spectrum of

industries careers and job descriptions These include skilled trade and factory workers assemblers and construction workers supervisors executive secretaries sales and customer service representatives data entry clerks and clerical positions There s even resume samples for pilots drivers and equipment operators technical and medical workers as well as entry level business and administrative positions and veterans returning to the workforce No matter what your or type of work this guide will help you shorten your job search and increase your income      **Resumes For Dummies** Laura

DeCarlo,2019-02-22 Polish up that old resume and land your dream job We ve all been there it s time to apply for a job or internship and you have to create or revise your resume Many questions pop in your head What do employers want What skills should I highlight How do I format this How do I get noticed But resume writing doesn t have to be a daunting task The latest edition of Resumes For Dummies answers all of these questions and more whether you re a resume rookie looking for new tips or want to create that eye catching winning resume In this trusted guide Laura DeCarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that ll make your skills shine and your resume pop Let s start writing Write effective resumes that will stand out in a crowd Understand Applicant Tracking Systems and how to adapt your resume Keep your resume up with the current culture Position a layoff or other career change and challenge with a positive spin Leverage tips and tricks that give your resume visual power In order to put your best foot forward and stand out in a pile of papers it s important to have an excellent and effective resume and now you can      [Resumes for Better Jobs](#)

Lawrence David Brennan,Stanley Strand,Edward C. Gruber,1990 Every type of job hunter entry level advanced blue collar white collar career changer or returnee will find top quality job search advice in this bestselling resume book

*Real-resumes for U.S. Postal Service Jobs* Anne McKinney,2004 Sample resumes and forms filled out so that you will see the documents real people used to find employment in the postal service      **Great Jobs for Everyone 50 +, Updated Edition** Kerry E. Hannon,2017-10-27 You can find profitable fulfilling work after 50 Kerry Hannon s national bestseller Great Jobs for Everyone 50 has become the job hunting bible for people in their forties fifties and beyond With her no nonsense style Hannon shows where the opportunities are and how to get them In this completely revised edition Hannon offers twice as many jobs and brand new material to market your skills in today s job market with expert tips on revamping a r sum networking interviewing like a pro building a social media platform to stand out in the crowd and much more Whether you took early retirement were laid off are seeking a job that you will love need supplemental income or want to stay engaged and make a difference by giving back with your talents Hannon s book is an essential tool The truth is that many companies are looking for candidates with your experience expertise and maturity The trick is finding those employers and going into your search with a positive attitude and realistic expectations This completely updated Great Jobs shows you how to avoid common job seeking mistakes and helps you find your ideal employment in today s landscape      [Resumes For Dummies](#)

Joyce Lain Kennedy,2011-01-13 Write a winning resume and land that job interview Is your job search stalling out after you

submit a resume but before you're offered an interview. With a recession that has caused a 10% unemployment rate affecting 15.3 million Americans, having a winning resume is vital to securing an interview, and it demands a fresh look at how you write your resumes and market yourself. Whether you're entering the job market for the first time, looking for a new job after a lay off, or changing careers, *Resumes For Dummies* shows you the ropes and rules for a new era in recruiting and job searching. Instructions for writing an inclusive core resume. Tips on targeting a known position or tailoring a resume to specific industries. Common resume writing mistakes to avoid. Updated with the latest information on privacy issues in the electronic age. *Resumes For Dummies* is your go-to guide for getting your foot in the door.

**Great Jobs for Everyone 50+**  
Kerry E. Hannon, 2012-08-30. The how-to guide to finding profitable, fulfilling work after 50. Aimed at workers aged 50 looking for a new job, whether they have been laid off or taken early retirement, need supplemental income, or want to pursue an encore career. *Great Jobs for Everyone 50* is the definitive guide to finding lasting financial security and personal and professional fulfillment. Opportunities abound; the trick is knowing where to look and what to expect. Whether readers are interested in trying jobs they've long dreamed of doing or just want something with flexible hours that brings in a little extra income, this book covers all the options. As Americans live longer and healthier lives, the desire to work longer for the income, the mental engagement, or the chance to give back has grown. But there is little guidance for the 50 crowd looking for work, and few role models who've blazed a path. In *Great Jobs for Everyone 50*, author and personal finance, retirement, and career transitions expert Kerry Hannon shows the way with compelling stories from people who've been there. Presenting the nitty-gritty details of available job opportunities, wages to expect, typical hours, and the qualifications and savvy needed to get hired, the book is loaded with practical advice on how to prepare both professionally and financially to start out on a new adventure. Shows where the best opportunities for new employment lie. Helps readers find profitable and rewarding jobs to save for retirement. Understands that different workers want different things from their jobs and shows how to cast a wide net to find an opportunity that fits. Provides incredible insights into working after 50. From Kerry Hannon, a nationally renowned expert in personal finance, retirement, and career transitions. Motivational, inspirational, and thoroughly practical. *Great Jobs for Everyone 50* explains how to find part-time, temporary, work-at-home, or seasonal employment in profitable, rewarding jobs.

*The Damn Good Resume Guide, Fifth Edition* Yana Parker, Beth Brown, 2012-05-22. One of the best-selling resume books of all time and a trusted resource for job seekers for nearly three decades, this edition of *The Damn Good Resume Guide* has been completely revised and updated for today's marketplace. *The Shortest Distance Between You and Your Next Job*. For hundreds of thousands of job seekers, *The Damn Good Resume Guide* has been the go-to resource for writing and refining their resumes to damn near perfection. Filled with savvy advice and written in a straightforward, user-friendly style, *The Damn Good Resume Guide* will help you zero in on that dream job, then craft a winning resume that gets your foot in the door. This tried-and-true best seller has been fully revised and updated for today's job market, including contemporary sample resumes.

all of which landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown s ten easy steps and you ll be well on your way to a smart effective and thoroughly modern resume a resume that makes you look good and produces results

Thirty Days to a Good Job Hal Giesecking,1994-04-26 This positive highly focused program provides you with an accelerated schedule that reduces the conventional six to twelve month job search sleepwalk into a well thought out blitz In what is the first really fresh job hunting idea since What Color is Your Parachute 30 Days to a Good Job puts you on a strategic systematic 30 day program that leaves you no time to become discouraged This positive highly focused program provides you with an accelerated schedule that reduces the conventional six to twelve month job search sleepwalk into a well thought out blitz that gets you not one but a half dozen contacts in each of your prospective companies and up to 150 job contacts in a single month 30 Days to a Good Job will show you How to arm yourself with the most effective self marketing techniques to beat out the competition How to use a highly structured 30 Day Job Planning Calendar complete with specific assignments to perform daily How to speed up your job search by employing Job Prospect Cards listing company names and key decision makers within the organization Life Experience Cards documenting work education and social experiences to help individualize resumes and cover letters and a Contact Notebook featuring pertinent information for follow up letters and phone calls How to develop your own original hand tailored letters and resumes as adjuncts to the all important and decisive job interviews How to computerize your job search

Flying Magazine ,1968-01      **1000 Best Job Hunting Secrets**

Diane Stafford,Moritza Day,2004-07 Job search strategies that really work Learn how to Customize your resume to suit the job Protect yourself and keep your job search confidential Effectively rejoin the workforce Anticipate the pet peeves of hiring managers and headhunters Write a cover letter that gets you noticed Secure a second interview Guarantee a positive reference The only guide you need to help you find and get the job of your dreams

**Trashproof Resumes** Timothy D. Haft,1995 Q What is a trashproof resume A A trashproof resume defies waste baskets resists recycling bins and works its way to the top of the pile to get you an interview Trashproof Resumes shows you how to write an awe inspiring resume that gets you through that all important door Think of it as your personal resume coach Chapters include a thorough self assessment just what do you want to do how to get the real you on paper resume design and layout resume language including extensive lists of Power Verbs real resumes from recent grads applying for positions in fields from ballet to banking how to write a great cover letter how to pick the right paper printing and envelopes getting your resume to the right people navigating the

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## **Resumes For Better Jobs Introduction**

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