

## Theresa Garris

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### SUMMARY

- **2 ½ years of public accounting experience:** for-profit and not-for-profit entities
- **Relocating** and seeking professional employment in **Broward County / Fort Lauderdale, Florida**
- Would like to advance my career in public accounting. Very comfortable in **audit and tax**.
- Well versed in OMB Circular A-133 Single Audits
- Three busy seasons of full-time tax preparation for individuals, partnerships, and corporations
- **CPA candidate** (Florida). Have met 150-hour requirement, and will sit for exam in Month, Year.
- 3 ½ years of office/administrative and bookkeeping experience (20 hours per week while completing degree)
- Hardworking, industrious, works well independently and with others. Strong team player and demonstrates professional respect and courtesy toward others. Self-motivated and good communication skills.

### EXPERIENCE

**In-Charge / Staff Accountant, A, B & C, LLP, Asheville, North Carolina Aug. Year – Present**  
A, B & C, LLP is a Top 20 U.S. public accounting firm and is headquartered in Richmond, Virginia

Reason for Leaving: Spouse accepted a substantial promotion which requires relocation to south Florida

- 80% of my experience has been in governmental and non-profit auditing and accounting. Of that 65% has been devoted to OBM Circular A-133 Single Audit engagements.
- After one year of experience, I was assigned in-charge responsibility of the second largest governmental client in our office. During this audit, I was able to supervise two other staff persons. The audit went smoothly and the report was issued earlier than expected. I have successfully completed my second year of in-charge responsibilities with this client.
- 20% of my experience has been divided between tax and for-profit audit client engagements. I now have completed three full tax seasons in public accounting, including preparation of tax returns for individuals, partnerships, and corporations. In addition, I have two for-profit audit clients.
- Transitioned from paper audits to paperless audits

**Receptionist, Jack Sikes Realty Feb. Year – May Year**

- Answered a nine-line telephone system. Set appointments for the showing of the agent's listings.
- Input house listings into the computer and performed various file work involved with the listings

**Bookkeeper, Morgenthal Designs June Year – Sept. Year**

- Balanced the checkbooks for four different accounts, paid bills, and had minor payroll responsibilities
- Helped to teach co-workers how to use computers. Performed some receptionist duties and clerical work.

### EDUCATION & CERTIFICATION

- Bachelor of Business Administration, May Year, Middle Tennessee State University  
Major: Accounting. Minor: Business Administration.
- **CPA Candidate. Met 150-hour requirement.** Passed Auditing and very close on the other three parts. Seeking to sit in Florida for the exam again in Month, Year.

### COMPUTER SKILLS

Proficient in: MS Word, WordPerfect, Excel, Lotus, Go Systems Audit, Pro Systems Tax,  
Audit Command Language (ACL), and Engagement Manager.