

# LOUELLA K. HINES

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**OBJECTIVE** Computerized Accounting Systems Auditor I

## KEY SKILLS

- Education in accounting practices and computer systems
- Programming competence in COBOL and RPG
- Practical experience in EDP accounting applications
- Good knowledge of MS Word, Excel, Access, DOS, and Windows
- Proven interpersonal skills in an auditing environment
- Experienced in AS/400, PC, IBM MVS, and Novell LAN operations

## EDUCATION

**Bachelor of Business Administration, 2001** • Clermont State University, Columbus, OH  
Major: Computer Information Systems • Minor: Internal Auditing

### Relevant Courses of Study:

- Analysis, Design, and Auditing of Accounting Information Systems
- Internal Auditing • Information Systems Auditing • Accounting Applications
- Database Management • Advanced Corporate Finance • Cost Accounting

### Senior Internship:

Under the supervision of the Managing Field Auditor of American Interstate Bank, performed internal audits on the safety-deposit box operations of five local branches. Reviewed the audit findings with the branch managers. Compiled final report and presented it to the Chief Operating Officer.

## EXPERIENCE

**Alexander & Swartz, Columbus, OH** **9/00 to Present**  
**Part-time Assistant Staff Auditor.** Assist in audits of cash, accounts receivable, and accounts payable for midsized firms that use AS/400s. Interface with clients, audit RPG programs, and write audit reports as member of the Business Services Assurance and Advisory team.

**Micronomics Company, Columbus, OH** **6/98-9/00**  
**Part-time Programmer's Assistant.** Designed, documented, coded, and tested COBOL program subroutines for order-entry system on Novell PC network. Achieved a 95 percent average program accuracy rate on test runs. Also cataloged and filed new programs and program patches for the company's software library.

**Clermont State University, Columbus, OH** **9/96-6/98**  
**Part-time Computer Operator Aide.** Using MVS system, copied files for backup. Verified accuracy of reports and scheduled print sequences. Recommended schedule changes that improved efficiency of backup procedures by 28.5 percent.

## ASSOCIATIONS

Information Technology Management Association, 1997 to present  
Columbus Computer Club, 1998 to present

## Resume in Reverse Chronological Order