

# DONITA SILVA

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## OBJECTIVE

Computerized Accounting Systems Auditor I

## QUALIFICATIONS SUMMARY

- Education in accounting practices and computer systems
- Programming competence in COBOL, C++, and Visual Basic
- Practical experience in EDP accounting applications
- Proficient in Word, Excel, Access, and Windows
- Proven interpersonal skills in an auditing environment
- Experienced in AS/400, PC, IBM OS/390, and Novell LAN operations

## EDUCATION

**Bachelor of Business Administration, 2003**    • Renton College, 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: American Interstate Bank

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 managers.

## EXPERIENCE

**Alexander & Swartz, Columbus, OH**    **9/02 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 and write audit reports as member of the Business Services Assurance and Advisory team.

**Micronomics Company, Columbus, OH**    **6/99-9/02**  
**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. Cataloged and filed new programs and program patches for the company's software library.

**Renton College, Columbus, OH**    **9/97-6/99**  
**Computer Operator Aide.** Using OS/390 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, 1998 to Present  
Columbus Computer Club, 1997 to Present