

**WORK EXPERIENCE SHEET**

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: August 8, 2022 – August 23, 2024
- Position: Associate Auditor
- Name of Office/Unit: Accounting and auditing firm
- Immediate Supervisor: Filoteo Uy
- Name of Agency/Organization and Location: B.C Hortelano & CO. CPAS
- List of Accomplishments and Contributions (if any)
  - Conducting thorough audits
  - Collaborating with teams
  - Improving internal control
  - Providing valuable insights
- Summary of Actual Duties
  - As an Associate Auditor, key responsibilities include conducting audits, gathering and analyzing financial data, identifying audit findings, developing audit reports, and communicating with clients or management. Daily task involves reviewing financial statements, testing transactions, documenting audit procedures, and collaborating with team members.