

Resume Sample for position «Analyst, Audit»

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Laney Streich

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EXPERIENCE INTERNAL AUDIT PDO BUSINESS MANAGEMENT ANALYST 11/2014 - present

- Production of periodic regulatory reporting and status updates
- Contribute to the timely and accurate completion of a broad range of reporting and analysis (e.g., control themes, audit issue analysis, business metrics, board reporting and business unit metrics)
- Process a variety of requests related to department tools/systems such as our Audit Management System (Archer) and scheduling tool
- Contribute to the development of training and best practices for the Global Internal Audit Team
- Participate in processes for onboarding new hires
- Manage department access and permissions processes including SharePoint Administration
- Support business finance and human resources related processes, as necessary including forecasting and recruiting

04/2011 - 06/2014AUDIT RISK ANALYTICS ANALYST

- May supervise team members on a daily basis, including setting priorities and providing ongoing feedback
- Competent at managing and meeting deadlines
- Support changes in technologies, including deployment support, and interacting with various IT groups to resolve issues
- Manage a portfolio of moderate projects, including new technology/process deployments, and continuous improvement initiatives
- Use sound judgment and consistency in measuring results
- Manage moderate projects, adhering to timelines. Assign tasks and confirm their completion, and manage sponsor/customer expectations
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint) and Visio

01/2008 - 12/2010**ANALYST, AUDIT**

- Execute the follow-up of findings arising from internal audits within established standards and timelines
- Identification and critical analysis of IT risk and control frameworks
- Raising and discussing with operational line management review findings
- Planning and executing assigned audits with the guidance of the in charge auditor and/or management
- · Supporting the Audit Team Lead and Audit Manager to deliver audit activities
- Maintain an open and transparent communications process with the business during and after audit fieldwork
- Support management and other team members in the achievement of individual, divisional and team goals

EDUCATION TEMPLE UNIVERSITY

SKILLS

- Demonstratable experience and ability in gaining an understanding of business' risk and control environment
- Responding to requests for information of varying confidentiality, sensitivity, and availability
- Prior experience in large corporates with complex IT environments will be highly regarded
- Ability to engage and communicate with influence across operational stakeholders
- Knowledge of SAP, C2C, BOXI, JDE etc
- Reconciling detailed amounts to amounts reported on Statements
- Self starter; able to work independently and make proposals using information provided
- Able to multitask and handle multiple projects at same time
- Other
- Perform User Acceptance Testing on new systems and reports

Chicago, IL

Bachelor's Degree in

Accounting

Philadelphia, PA

Dallas, TX