



## Sarina Hegmann

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- EXPERIENCE**
- 04/2015 – present     **SENIOR ANALYST, INTERNAL AUDIT**     **Chicago, IL**
- Completion of clear and concise work papers that articulate the work performed and the conclusions reached
  - Preparation of risk-based work plans and work papers to professional standards in line with Internal Audit methodologies
  - Performing due date tracking, management follow-up, and validation testing for the remediation of audit findings
  - Communication with senior client management to articulate issues and areas for improvement
  - Perform process audits / assignments independently or lead the team of Analyst(s) with support from Manager(s)
  - Work with the business to finalize management action plans, owners, and business hand-offs
  - Provide periodic updates to the management of business units across the Firm
- 01/2013 – 03/2015     **TECHNOLOGY OPERATIONS ANALYST INTERNAL AUDIT**     **New York, NY**
- Document, track and perform trend analysis on End-Users support calls to identify opportunities for process and or system improvements
  - Financial soundness
  - Respond to first level 1 audit methodology process execution “HOW TO” calls and escalate assistance requests to Internal Audit Quality Assurance/Audit Methodology team as necessary
  - BS or equivalent in Information Systems or Accounting/Information Systems. Related certifications (CISA, PMP, Microsoft or similar) are a plus
  - Assist in the development and delivery of audit application technical and workflow process training sessions including the preparation of user instructional guide documentation
  - Plan and conduct periodic audit system continuity of business testing procedures in alignment with corporate and department business goals. Assist in the design and development of ad-hoc audit system management information reports to monitor system performance and transaction process bottleneck activities
  - Coordinate Internal Audit personal computer deployment and equipment refresh activities in alignment with Citigroup distributed technology standards. Monitor alignment of equipment standards with Citigroup technology standards
- 08/2010 – 11/2012     **ANALYST, INTERNAL AUDIT**     **New York, NY**
- Ensure timely update of audit program / plan of action / testing program and preparation of work paper for the work performed
  - Support Senior Analysts and Managers and make recommendations on audit matters to Business Unit stakeholders
  - Assist in conducting process audits with the assignment leads (Sr. Analysts / AMs / Managers)
  - Perform procedures to validate the implementation of agreed remedial action points reported to the senior management
  - Identifying and evaluating the organization’s risk areas and providing input into the development of the annual audit plan
  - Communicating the results of audit results via written reports and verbal presentations to management
  - Conducting interviews and walkthroughs, reviewing documents and evidence, and preparing working papers

**EDUCATION**     **HARVARD UNIVERSITY**     **Bachelor’s Degree in Accounting**

- SKILLS**
- Strong initiative and a self-starter with a proven ability to work with minimal supervision; and
  - Demonstrable experience and ability in gaining an understanding of the business' risk and control environment
  - Flexible and team-oriented with strong integrity and professionalism
  - Real estate experience is a highly desirable
  - Paying attention to details and producing quality work

- Responsible for timely, high quality and error free execution of field work
- Proficient in Microsoft Office products including, Word, Excel, Outlook and other business software to prepare reports, memos and summaries
- Ability to communicate with influence
- Knowledge/understanding of risk as it relates to operational/reputational/earnings and financial risk and other divisional specific risk categories
- Strong analytical experience