Resume Sample for position «Associate, Auditor»

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EXPERIENCE SENIOR REGIONAL ASSOCIATE AUDITOR 01/2016 – present • Assist in the development of educational issues and

- Assist in the development of educational issues and provide instruction for team members
- Review and respond to correspondence on all audits and assist other team members in the resolution of issues
- With assistance handle complex and elevated issues
- Possess a high level of technical expertise enabling one to solve complex issues
- Conduct telephone audits on complex and self-insurance/program business policies utilizing the premium audit software program
- Prepare and compute earned premium statements on agency express and assigned risk policies using various data entry and rating applications
- Possess in-depth audit review/procedure knowledge

03/2012 – 07/2015 **ASSOCIATE / AUDITOR**

- Creative: striving for innovation, improvement and efficiency
- Share best practices with local, regional and global CAS teams
- Execute audits with due professional cares and within IIA standards and in compliance with the global CAS methodology; and
- Perform internal audits. For this, you will assess the adequacy and effectiveness of the internal control framework of a CIC Americas business and report (verbally and in writing) the results of the audit
- Client Oriented and Team Player
- Develop and maintain client relationships and deepen your business knowledge (also via training). Use your knowledge to provide a contribution to the audit strategy memorandum, the yearly risk assessment, the maintenance of the audit universe, and the yearly plan
- Willingness to do some limited travel

11/2005 – 01/2012 **ASSOCIATE AUDITOR**

- Create work products (workpapers, memos, schedules) that reflect testing results
- Communicate audit findings to management and identify opportunities for improvement in the design and effectiveness of key controls
- Assist in developing short-term audit plans consistent with the overall goals and objectives of the Office of Audit Services
- Performs a quality self-review of all completed work to ensure compliance with quality standards prior to submitting for review
- Execute risk-based compliance programs using the COSO2013 framework in conformance with the ArcelorMittal SOx certification standards
- Provide ongoing continuous monitoring and relationship management for certain key Corporate Sector Groups
- Assist with the preparation of written reports to management communicating audit engagement/special project results

EDUCATION STRAYER UNIVERSITY

SKILLS

- Knowledge of auditing in the financial services industry and basic accounting principles and related work experience
- Utilizes understanding of various Corporate units to ensure operations, services, and systems have proper audit controls in place (i.e., design of the control environment)
- Performs review of various departments by understanding the key risks and controls within the function being reviewed. Develops and executes test steps, documents results and evaluates results to assess the quality of the control and/or control environment
- Completes and compiles a high quality summary of findings and recommendations for review in a concise and professional manner
- Develops a thorough understanding of the Northern Trust Audit Methodology and adheres to all applicable Department Standards

New York, NY

Houston, TX

Phoenix, AZ

Bachelor's Degree in

Accounting

- Analytical and organizational skills are necessary to conduct audits
- Report writing and workpaper documentation skills
- Communicates with partners at all levels, developing and presenting recommendations on operations and controls for the business unit
- Manages and performs special projects as assigned
- Evaluates corporate management, business processes, business controls and operating practices during audits and consulting/monitoring engagements