

# Resume Sample for position «Associate, Internal Audit»

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### **EXPERIENCE**

### SENIOR ASSOCIATE, INTERNAL AUDIT

Boston, MA

03/2016 - present

- The Senior Associate Internal Audit will report into the Director Internal Audit who will give ultimate approval/direction of all tasks/ decisions. In addition, none of the audit tasks can be performed in isolation from other functions. From planning phase to finalizing the audit report, the Audit Senior Associate will have to work in collaboration with the business teams. The following are the critical tasks and interdependencies: Audit Planning: Corporate Finance (TCCL). Regional Management, Divisional Management and Local Management
- Work on project teams focused on advisory projects and assist engagement management to successfully complete engagement objectives
- Responsible for execution of the individual audits. This includes: (1) Preparing engagement letters and data request lists for audits, (2) Performing fieldwork (i.e. interviews, sample testing, analysis and discussions with the clients) to identify audit issues, (3) Supervising and providing training to audit interns
- Provide high quality, professional day-to-day execution of internal audit engagements and projects in line with firm risk management practices for the financial services practice
- Help identify performance improvement opportunities for clients and communicate findings to senior management and client personnel
- Work on teams focused on advisory projects and assist engagement management to successfully complete engagement objectives
- Responsible for execution of the individual audits. This includes: (1) Preparing engagement letters and data request lists for audits, (2)Performing fieldwork (i.e. interviews, sample testing, analysis and discussions with the clients) to identify audit issues (3)Supervising and providing training to audit interns when necessary

## 12/2009 - 10/2015 ASSOCIATE, INTERNAL AUDIT

Detroit, MI

- Prepare and communicate audit findings to management, including recommendations for improvement and the sharing of best practices
- Develop audit programs, working papers, and internal audit reports
- Participate in special advisory projects to assist management with achieving their objectives
- Perform audit fieldwork for assigned areas such as interviewing management and staff to understand key processes, preparing detailed flowcharts and control evaluation templates, executing work program procedures and testing key controls, verifying findings and documenting work performed in work papers
- Establish and maintain excellent working relationships with peers and internal colleagues
- · Assist with all areas of audit engagement planning, including but not limited to preparing advance requests, analyzing and reviewing information, identification and analysis of risks and related critical processes, developing work programs and control self-assessments and other assigned planning activities
- Provide high quality, professional day-to-day execution of internal audit engagements and projects in line with firm risk management practices

### 10/2002 - 07/2009

# ASSOCIATE INTERNAL AUDIT

New York, NY

- Work effectively as a team member, sharing responsibility, providing support, maintaining communication and updating senior team members on progress
- Develop and maintain productive working relationships with client personnel
- Proficient in Microsoft office (including Excel, Word, Outlook and PowerPoint)
- Assist in drafting audit findings for review by EY Senior Management
- Share EY's values and vision
- Attend meetings with more senior EY personnel where audit findings are discussed with relevant client Senior Management (including findings, root causes, risks and recommendations) and obtaining Management comments, action plans and action implementation dates

**EDUCATION** 

**BALL STATE UNIVERSITY** 

Bachelor's Degree in Accounting

## **SKILLS**

- Strong computer skills (especially MS Office products). Knowledge in data mining tools is
- Possess strong intellectual curiosity and business acumen
- Possess strong analytical, quantitative, and problem solving skills
- Ability to travel approx. 40 50% of the time (within US and internationally)
- Strong verbal and written communication skills across all levels of the organization
- Ability to keep abreast of latest regulatory trends
- Ability to multitask and work independently
- Strong Microsoft product user
- Possess strong analytical skills
- Strong written and verbal communication skills