



## Amelia Hettinger

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### EXPERIENCE

09/2015 – present

#### INTERNAL AUDIT ASSISTANT MANAGER

San Francisco, CA

- Providing risk assessments and analytical feedback to Senior Stakeholders and the wider Risk team
- Writing clear audit reports whilst supporting more senior members of the team
- Evaluating audit control frameworks, risk management and governance
- Helping to develop the team as it continues to grow
- You will keep up to date with business developments (including acquisitions, new systems, new products and services etc.)
- You are responsible for planning and carrying out risk driven audit assignments on a functional or area basis under the guidance of an Audit Manager / Head of Audit Manager. The plan should ensure clear objectives and scope are agreed prior to commencement of the audit
- Report directly to Partner, providing regular updates on progress

01/2010 – 08/2015

#### AUDIT ASSISTANT MANAGER

New York, NY

- Management and development of the audit department team
- Maintains positive working relations with SSC, customers and department managers
- Provide key support to trainees for their professional and technical development
- Assist in the management of the audit team in the delivery of high quality audit services to clients across all partner portfolios
- Review the work of the team to ensure accuracy and coverage of work completed, as well as ensuring compliance to relevant legislation
- Develop and manage client relationships
- Manage audit process and assist with the design and implementation of audit plans

05/2005 – 07/2009

#### AUDIT ASSISTANT

San Francisco, CA

- Working as part of a team checking client's financial documents and providing client-focused services
- Work as a part of a team on checking client's financials and providing client focused services
- Working as part of a team checking a client's financial documents and providing client-focused services
- Assist management in the anticipation and management of risk
- Creates and maintains a schedule for a total balance left due from the supplier/vendor; edits and makes necessary adjustments to the schedule for accuracy
- Assist in highlighting areas where risks are not identified or where risk management processes could be improved
- Maintain a strong client focus, be responsive to client requests, and develop/maintain productive working relationships with client personnel

### EDUCATION

#### DEPAUL UNIVERSITY

Bachelor's Degree in  
Accounting

### SKILLS

- Communication skills i.e. the ability to write clearly and concisely within deadlines. (Desirable)
- Personal skills i.e. the ability to work in a multi-national environment and strong interpersonal skills (Essential)
- Strong leadership qualities and a good record of extra-curricular activities
- Attention to detail with a commitment to high quality and accuracy
- Strong drive to excel professionally
- Good command of spoken and written English
- Technical skills i.e. computer literate. (Desirable)
- Good analytical, report-writing and presentation skills
- Proactive, dedicated, innovative, resourceful, analytical and able to work under pressure
- User level IT (Ms Office) knowledge