



Kaitlin Howe

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EXPERIENCE

01/2015 – present

AUDIT MANAGER

Chicago, IL

- Manage performance of on-site audit work and review working papers with audit management
- Indirectly manage a team of professional resources, actively develop, train, coach and provide feedback for performance assessments for team members
- Consult, work with, and service client base to make recommendations on business improvement and process improvement and serve as a business advisor to client
- Work with other managers to help ensure the proper deployment of the audit staff and assist with the career development of team members
- Effectively lead and manage resources to ensure performance measures and metrics are established and met throughout the execution of the planned audit work
- Identifies internal opportunities and recommends methods to improve service, work processes and financial performance, e.g. expense management
- Manage, develop, train and mentor audit staff on assigned projects, and assess their performance for audit engagement review and year-end performance reviews

12/2009 – 10/2014

AUDIT MANAGER

Detroit, MI

- Establish and develop effective working relationships with Management of business units for which incumbent has been assigned risk assessment responsibility
- Working capital management - manage work in progress and billings
- Perform or assist in the performance of special reviews at the request of management, including fraud investigation
- Manage performance of on-site audit work and review working papers when audit lead
- Delegate work to assurance team members successfully Conduct timely performance reviews and provide performance feedback/training
- Performs complex execution of the area of audit work performed
- Collaborate with colleagues and internal stakeholders/management to perform risk assessments and develop audit programs for validating internal controls

EDUCATION

THE UNIVERSITY OF TEXAS AT AUSTIN

Bachelor's Degree in Accounting

SKILLS

- Strong customer service attitude; team player; strong desire for knowledge; adaptability
- Solid interpersonal skills, including the ability to develop good working relationships and present findings / recommendations to management; and
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude. Able to thrive in a dynamic team environment
- Excellent project management, interpersonal, oral and written communication skills; strong attention to detail and accuracy
- Hold entire team accountable for meeting deliverables, adhering to Quality Assurance criteria and utilizing consistent methodology
- Oversee or lead audit engagements from planning through reporting and produce quality deliverables to both department and professional standards
- Able to be responsible for engagement profitability including billings and collections
- Highly motivated, results driven and proactive professional with solid organisational and time management skills
- Knowledge of statistics, risk management, and Six Sigma (or other Quality programs) desirable
- Good ability of conflict-solving; and ability to collaboratively work with model owner/sponsor counterparts