



Henderson DuBuque

1802 Heaney Drives, Detroit, MI ♦ Phone: +1 (555) 789 2201

EXPERIENCE

08/2014 – present

SENIOR INTERNAL AUDITOR, INTERNAL AUDIT

San Francisco, CA

- Working close with management to promptly resolve problems that may arise and build trust
- Consolidates, communicates and ensures resolution of all issues. May develop and collect performance metrics
- Performs audits of more complex or complete business processes to determine extent of compliance with key controls. Determines causes of irregularities and prepares reports of findings. Provides recommendations for improvements or corrective action
- Supports and performs complex compliance testing in support of SOX Act sections 302 and 404, including planning, scoping and testing financial reporting internal controls and work paper organization, review and reporting
- Ensures adequate focus on personal professional growth relevant to taking on more challenging assignments, in line with standard audit career progression – proactively seeks relevant Education and training opportunities
- Plans and performs sales and royalty audits of licensees, internal compliance audits of key contracts, supplier audits, process and controls reviews of third-party systems
- Provides written and verbal communication of audit findings to management

11/2010 – 07/2014

SENIOR AUDITOR, INTERNAL AUDIT

San Francisco, CA

- Link gaps identified in business systems and processes, financial accounting systems and IT, SOX/JSOX controls, investigations, and contracts analyzed to business risks. Evaluate, quantify, and prioritize gaps in terms of current impact and future risk exposure (materiality and likelihood). Leverage technology to automate and improve efficiency of monitoring, audits and assessments via data analytics
- Participate in and/or lead financial/operational audits and project/program reviews to identify and evaluate key operational risks and effectiveness of related controls. Provide quality audit engagements through effective planning, fieldwork (detailed and efficient interviews and control testing), insightful audit findings, and timely draft reports
- Communicating results verbally and in writing to members of senior management, including generating, proofing, developing and managing Internal Audit operational reports
- Lead and/or support CAS special projects and initiatives related to the development and roll-out of Brightstar's Enterprise Risk Management architecture and capabilities
- Ensure deficiencies are added and tracked on CAS' central "Deficiency Tracker" and corrective actions plans properly address audit recommendations with adequate remediation timelines. Provide regular status updates to management communicating progress on corrective action implementation
- Partner with process owners on corrective action activities related to non-compliances and process improvement (i.e., share leading practices, collaborate to identify pragmatic solutions), promoting the role of Corporate Audit Services as a Strategic Business Partner
- Provide control consulting services to management to assist in redesign efforts that improve the control environment

01/2006 – 09/2010

AUDITOR, INTERNAL AUDIT

Boston, MA

- Provides work leadership to lower level auditing personnel on complex audits. Reviews their progress and work for adequacy, method, and procedures
- Works with broad discretion regarding work details on assignments of a varied and difficult nature
- Makes recommendations regarding corrective action and reviews audit findings with Managers
- Participates in planning meetings with Internal Audit Management and Company management to assess risks
- Works with extensive discretion as to work details on assignments of a varied and difficult nature
- Works with broad discretion as to work details on assignments of a
- Work efficiently and effectively as an individual contributor and/or team player to deliver outstanding work with minimal supervision

EDUCATION

WASHINGTON STATE UNIVERSITY

Bachelor's Degree in
Accounting

SKILLS

- Strong knowledge of risk management principles and an understanding of relevant standards like COSO
- Exceptional communication skills, both written and verbal, that demonstrate the ability to speak the language of the business not just 'audit speak'
- Strong understanding of GAAP, financial controls and/or IT controls and leading business practices
- Demonstrated ability to thrive in a dynamic, fast-paced environment and manage multiple projects/resources simultaneously
- High standard of ethics and professionalism
- Proven ability to work both independently and in a team environment
- Strong knowledge and experience with Microsoft Sharepoint, Microsoft Office applications including Excel, Access, Word, Project, Visio and a data analysis tool such as IDEA
- Ability to work independently with high level of initiative and provide direction to others
- Ability to sell ideas to clients and effectively present ideas to all levels
- Works with broad discretion as to work details on assignments of a varied and difficult nature