



## Keaton Schneider

424 Muller Flats, Philadelphia, PA ♦ Phone: +1 (555) 622 1763

---

<b>EXPERIENCE</b>	<b>INTERNAL AUDIT INTERN / CO-OP</b>	<b>New York, NY</b>
05/2014 – present	<ul style="list-style-type: none"><li>• Assist the Internal Audit team in planning, performing, and reporting on internal control testing</li><li>• Work on special projects, such as creating process documentation, completing risk assessments, etc</li><li>• Assist with process mapping risks and controls</li><li>• Performing related work as assigned by audit management</li><li>• Assists in performing special projects as requested by management</li><li>• Assist Internal Audit Manager/Senior in the development of Internal Audit policies, procedures and methodologies</li><li>• Assist in performing direct assistance to the annual external audit, including physical inventory verification procedures</li></ul>	
01/2007 – 11/2013	<b>INTERNAL AUDIT INTERN</b>	<b>Chicago, IL</b>
	<ul style="list-style-type: none"><li>• Demonstrate a strong work ethic, initiative, teamwork, and flexibility to assist department in meeting organizational goals</li><li>• Develops productive and professional working relationships with the company management and their teams</li><li>• Assist auditors in the execution of test procedures including documenting the results of the work performed</li><li>• Works with Internal Audit team to develop corrective actions for identified observations and works with stakeholders to implement those actions</li><li>• Providing various assistance during audit fieldwork</li><li>• Assisting with the development of risk-based work plans and project approaches</li><li>• Work with internal audit business and IT teams to execute annual audit plan</li></ul>	
05/2003 – 10/2006	<b>INTERNSHIP INTERNAL AUDIT INTERN</b>	<b>Boston, MA</b>
	<ul style="list-style-type: none"><li>• 3) Prepares remediation plans and makes recommendations which are subject to review by audit management</li><li>• 5) Performs tests of records and accounts and verifies compliance with regulations and sound business practices</li><li>• 2) Analyzes audit data and observations and documents audit conclusions and findings</li><li>• 1) Works on problems of diverse scope performing complex financial, operational and integrated audits of the company's operations using the organization's risk based internal auditing methodology</li><li>• 4) Reviews and evaluates control structures to determine the adequacy of internal controls, operating efficiency and customer service</li><li>• Provide administrative support to the Manager, Internal Audit and Senior</li><li>• Assist with the creation and completion of audit workpapers</li></ul>	
<b>EDUCATION</b>	<b>INDIANA UNIVERSITY</b>	<b>Bachelor's Degree in Accounting</b>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Have the ability to work in a team environment, quickly assess problems and find workable solutions</li><li>• Proficiency in Microsoft Office Able to communicate effectively Ability to understand the implications of new information and apply them appropriately</li><li>• Methodical and highly organized, thorough and detail orientated</li><li>• Demonstrated critical thinking and strong analytical ability</li><li>• Strong professional presence</li><li>• Ability to communicate with employees and various business contacts in a professional and courteous manner</li><li>• Strong attention to detail and organizational skills</li><li>• Ability to perform accounting and business duties of basic to average difficulty</li><li>• Strong working knowledge of Microsoft office products</li><li>• Strong Professional Presence</li></ul>	