

# Resume Sample for position «Internal Audit Manager»

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#### **EXPERIENCE**

## SENIOR INTERNAL AUDIT MANAGER

Dallas, TX

09/2014 - present

- May include direct management responsibility; recruiting, hiring, training, coaching and performance management
- Plan and oversee the work of co-sourcing partners to ensure work is performed to standards and completed on a timely basis. 10%
- Manage the co-internal internal audit relationship with Deloitte for SOX control design evaluation and effectiveness testing and manage performance to budget
- Helps to develop and deliver training programs to improve overall controls and governance
- Optimize team resource allocation and provide development opportunities for team members
- Manage SOX testing program, perform some testing and complete QC activities
- Work closely with the Board for the development of the annual audit plan and audit methodology

#### 12/2007 - 07/2014

### **CO INTERNAL AUDIT MANAGER**

Boston, MA

- Plans complex internal audits by gathering specific relevant background information (such as financial results, and policies and procedures) from the Institution's information systems, web-based and other information sources. Utilizes organizational and regulatory knowledge to identify audit constraints and shape priorities. Negotiates audit parameters with Sr. Director Internal Audits. If leading an audit project team, will ensure that all members understand their individual roles and responsibilities
- Provides Sr. Director Internal Audits and Chief Audit Officer detailed progress updates of audits, including major findings and problems encountered
- Manages a portion of the departmental annual audit plan, working with Sr. Director Internal Audits and other managers to plan and staff audit projects
- Utilizes advanced knowledge of Microsoft Office Suite and other business and audit-related software to conduct internal audit work as well as the extraction of relevant business data and its analysis using computer assisted auditing techniques, such as ACL software
- In collaboration with Chief Audit Officer and Directors, leads Departmental continuous improvement efforts
- Represent Department on assigned management committees
- In collaboration with Internal Audit leadership directly participate in the development of the annual internal audit plan

#### 05/2005 - 09/2007

# INTERNAL AUDIT MANAGER

San Francisco, CA

- Building relationships with clients management and providing assistance in building and developing internal control framework programmes
- Assists in development and completion of audit programs, performance of field work and preparation of working papers, audit comments and recommendations
- Develop and execute test plans for the business processes reviewed and create thorough documentation of the work performed
- Provide control consulting services to management to assist in redesign efforts that improve the control environment
- Manage and perform key departmental process improvement initiatives including internal quality assurance; assist with audit issue trend analysis and reporting
- Develop internal audit scope, perform internal audit procedures, and prepare internal audit reports reflecting the results of the work performed
- Assist in the day-to-day management of the audit function including assisting with budgeting, staffing, recruiting and training and development of the team

# **EDUCATION**

## **OHIO UNIVERSITY**

Bachelor's Degree in Accounting

### **SKILLS**

- Highly developed and detail-oriented audit skills, organized, and focused on delivering a high quality and timely work product
- Highly organized and able to manage time, tasks, and deliverables
- Ability to take direction, learn quickly, work independently, and maintain a level of professional

skepticism

- Strong oral / written communication skills and an ability to deliver sensitive information tactfully and professionally
- High level of proficiency with Microsoft Excel and comfortable working within a consolidation software system
- Solid work ethic and critical thinking ability, able to show value through an inquisitive nature, and development of key insights and audit recommendations
- Ability to learn new processes quickly and think critically about controls and risk
- Strong internal controls knowledge
- Ability to creatively problem solve and exercise good business judgement
- Excellent written and verbal communication skills, as well as ability to communicate in clear, concise terms to business process owners and management