



# Resume Sample for position «Manager, Audit»

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## Max Funk

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### EXPERIENCE

02/2014 – present

#### SENIOR MANAGER, AUDIT

Phoenix, AZ

- Manage the growth and development of the team, including recruiting, coaching, recognition, professional and career development
- Participate in Management requested and/or consulting projects and provides advisory services
- Consistently update and maintain knowledge of the Legal, Financial Crime (FCC), and Regulatory Compliance (RC) issues in respect of the areas of the business being audited
- Be personally disciplined to maintain absolute commitment and consistency in tracking and reporting, and have the authoritative presence to hold the priority leaders in the GDPR working group to the same high standards
- Participate in the selection of new Audit department associates, and then supervise, evaluate the performance of, and recommend salary changes for assigned professionals
- Ensure that knowledge of the HSBC governance, risk and internal control frameworks is adequate for the nature and scope of audit responsibilities and the work to be undertaken
- Assist in the coordination of the SOX and year-end financial audit with the external auditor, and with MAR and financial examinations with the insurance department examiners

01/2007 – 10/2013

#### MANAGER, AUDIT

Philadelphia, PA

- Plan individual projects including preparing planning document, risk control matrix, engagement memo, audit programs, and opening meeting presentations
- Provide employee training and professional development by preparing training materials and evaluating staff
- Responsible for communicating and maintaining audit methodology, planning and quality assurance program
- Perform administrative tasks related to audit staff and interns, including onboarding and time tracking. Coordinate prioritization of work
- Assists in leading assurance and consulting activities of the audit function including information technology audits
- Coach, mentor and develop assigned audit staff and seniors, including providing performance feedback and career development planning and opportunities
- Develop audit planning documentation addressing scope, audit objectives, budgeted hours, fieldwork and reporting dates, audit personnel and assignment of work

06/2004 – 09/2006

#### MANAGER AUDIT

Philadelphia, PA

- Assist business unit management by providing risk management consulting support and risk management education and training
- Provide feedback to staff assisting on assignments and contribute to their development and performance appraisals
- Confirm timing of audits with management and communicate to Sr. IT Audit Manager in advance of fieldwork
- Assess risk management practices and provide control consulting services to business unit management
- Assist in training staff and developing presentations to Senior Management and the Audit, Risk and Compliance Committee
- Lead audit staff assisting on projects and review completed files to ensure quality of work completed
- Establish a high level of credibility and build professional relationships with business unit management

### EDUCATION

#### BAYLOR UNIVERSITY

Bachelor's Degree in Accounting

### SKILLS

- Performs human resource management activities, including identifying performance problems and developing plans for remedial action; evaluating performance; and interviewing and selecting staff
- Champions a customer focused culture to deepen client relationships and leverage broader Bank relationships, systems and knowledge
- Read, interpret and apply information from information technology periodicals and professional journals
- Change management and change enablers

- Internal audit quality assurance and improvement programs
- Oversees the development of audit programs and risk profiles for specific functional areas
- IIA's Professional Practices Framework
- Attend to detail while maintaining a big picture orientation
- Implement, execute, and monitor an effective quality assurance and improvement program
- Provides administrative and technical support for applications and systems used within the audit function including SharePoint, audit management system, ACL, and Microsoft Office