



## Alisha Mertz

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<b>EXPERIENCE</b>	<b>SENIOR MANAGER, INTERNAL AUDIT</b>	<b>Houston, TX</b>
01/2014 – present	<ul style="list-style-type: none"><li>• Assist business unit management by providing risk management consulting support and risk management education and training</li><li>• Managing staff in internal audit by providing leadership, coaching, mentoring, career development, and performance management</li><li>• Plan and oversee the work of co-sourcing partners to ensure work is performed to standards and completed on a timely basis. 10%</li><li>• Mentor IA staff, lead audits and review work performed to ensure achievement of and compliance with performance standards and objectives</li><li>• Work closely with management to reduce project risk and establish highly functioning joint project teams</li><li>• Develop and maintain current Audit and Analysis work programs designed to safeguard Company assets and improve the effectiveness and efficiency of operations</li><li>• Develop the audit plan, with primary consideration given to the Enterprise Risk Management framework</li></ul>	
07/2011 – 09/2013	<b>MANAGER, INTERNAL AUDIT</b>	<b>Houston, TX</b>
	<ul style="list-style-type: none"><li>• Perform and manage/self-manage audit tasks ,including planning, scheduling, coordinating, reviewing and reporting of the work of auditors</li><li>• Preparing or reviewing draft findings or recommendations, presenting and obtaining auditee responses to all findings,</li><li>• Develop positive working relationships and alignment with audit clients during the planning, execution and reporting phases of the audit</li><li>• Responsible for assisting with developing and delivering training material used by third party service providers to execute service level agreements</li><li>• Performing follow-up engagements (e.g., on audit findings) / validating supporting evidence to confirm management’s actions were effectively implemented,</li><li>• Leading/participating in update and closing meetings with senior management; and</li><li>• Performs audit procedures to verify that controls are operating through testing and interviewing techniques</li></ul>	
04/2008 – 02/2011	<b>MANAGER INTERNAL AUDIT</b>	<b>Philadelphia, PA</b>
	<ul style="list-style-type: none"><li>• Analyzing and documenting business process flows</li><li>• Taking a proactive role in departmental continuous improvement initiatives</li><li>• Assisting with various administration tasks</li><li>• Identifying and assessing risks and evaluating key control activities within business processes</li><li>• Identifying and developing recommendations to provide for productivity savings and/or enhance operational efficiencies</li><li>• Performing targeted fieldwork to test internal controls</li><li>• Assisting with other projects including Sarbanes Oxley, consulting and others as they may arise</li></ul>	
<b>EDUCATION</b>	<b>HOWARD UNIVERSITY</b>	<b>Bachelor’s Degree in Accounting</b>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Hold entire team accountable for meeting deliverables, while adhering to Quality Assurance criteria and utilizing consistent methodology</li><li>• Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource for a senior management team</li><li>• Management and leadership skills indicative of an ability to recruit, train and motivate a highly qualified professional staff</li><li>• Produce quality deliverables in accordance with both department and professional standards</li><li>• Flexible; able to quickly adapt to change</li><li>• Self-starter with a strong sense of urgency and ability to work independently, with limited direction and guidance</li><li>• Excellent analytical skills and comfortable in working with complex data, processes and systems to review and evaluate controls</li></ul>	

- Real estate experience is a highly desirable
- Strong written and verbal/interpersonal communication skills are necessary to negotiate and present audit findings in a clear and professional manner
- Knowledge of cable television products and services