

JOHN DOE

Address | Town, State ZIP | Cell/Phone | email

PERFORMANCE AUDITOR - SENIOR AUDITOR

Highly accomplished senior audit manager with 20 years of auditing experience in city and state governments, state institutions, and publicly traded international organizations in the resort industry. Well-versed in working with Public officials, Boards, and multi-functional Teams. Proven financial analysis and operations acuity developing systems to effectively evaluate processes in order to optimize productivity and minimize risks and costs. Consistently exceeds performance goals through insightful forecasting, affecting positive change, and innovative process improvement. Coordinates and directs multiple project-based efforts while managing, motivating, and leading teams. Leads staff training and mentoring with experience instilling motivation and promoting teamwork.

Proven areas of expertise include:

- Audit Management & Support
- Auditing Methodology
- Budgeting & Forecasting
- Cross Function Leadership
- Due Diligence
- Ethics and Policy Enforcement
- Fraud Investigations
- Internal Controls
- Problem Solving
- Resource Management
- Process Reengineering
- Recruiting and Staffing Initiatives
- Risk Management
- Sarbanes-Oxley Compliance
- Staff Training and Development
- Systems & Technology utilization

PROFESSIONAL EXPERIENCE

Company, Department, Location

2006 – Present

Company, through its subsidiaries, is the leading mountain resort operator in the United States.

AUDIT MANAGER. Completed high profile audits in Colorado, Wyoming, California, New Mexico, and St. Lucia including reviews involving fraud and illegal acts. Monitored internal controls, internal audits, and risk assessments. Created audit planning tools and procedures for audit, consulting and Sarbanes Oxley (SOX) compliance reviews.

Led the transition to a new management team and relocated half of the corporate internal audit department from TOWN to TOWN. Worked directly with the VP of Audit while managing four direct reports. Trained staff on process and control initiatives.

- Assist in the annual Risk Assessment process and preparation of the audit plan.
- Prepare quarterly audit committee presentation materials.
- Schedule projects, review work papers and edit reports.
- Develop and present control concepts to C-level executives, management and staff.
- Review financial information, advised management on accuracy of financial information, validation of the control environment, and contribute to the internal control conclusions for disclosure on financial statements.
- Manage Sarbanes-Oxley testing and compliance.
- Administer the ethics hotline and conduct fraud examinations.
- Serve as the point-of-contact with external auditors for external audit assistance performed by internal audit.

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Company, Department, Location

2004 – 2006

COMPANY is the seventh most populous city in the United States with a population of 1.3 million.

AUDIT MANAGER. Direct manager for 5-member Team, in addition to indirectly managing and engaging approximately 20 employees to affect change.

- Coordinated a peer review of the COMPANY Auditor's Office in July 2005.
- Participate in developing annual budget for the Office of the City Auditor.
- Facilitate projects with with senior management and elected officials.
 - Plan and supervise preliminary audit work and fieldwork.
 - Prepare and review audit programs and internal control questionnaires.
 - Conduct entrance and exit conferences.
 - Review audit workpapers.
 - Review and edit reports of audit findings and recommendations.
 - Coordinate recruiting.
 - Supervise and evaluate the performance of subordinates.
 - Perform other administrative duties as assigned.

Company, Department, Location

1999 – 2004

COMPANY administers retirement, health and other insurance benefits, TexFlex, a tax-savings flexible benefit program, and 401(k) and 457 investment accounts. They also manage and invest the COMPANY PROGRAM for the sole benefit of retirement system members.

AUDITOR VI. Managed audit and consulting projects, including IT audits. Conduct entrance and exit conferences. Interact with Board of Trustees, senior management and law enforcement.

- Presented audit results to the Board of Trustees.
- Chaired the COMPANY Safety Committee for three years.

Primary Duties: Conduct preliminary audit work and fieldwork.
Prepare audit programs and internal control questionnaires.
Conduct entrance and exit conferences.
Prepare audit workpapers.
Prepare reports of audit findings and recommendations.
Interact with senior management.

Company, Department, Location

1997 – 1999

The COMPANY is one of the largest systems of higher education in the nation, with a statewide network of 11 universities, seven state agencies, two service units and a comprehensive health science center.

SENIOR INTERNAL AUDITOR. Managed audit teams of one to three persons. Trained staff on process and control initiatives. Attended entrance and exit conferences. Interact with Board of Trustees, senior management and law enforcement.

Prepared audit programs and internal control questionnaires. Conducted preliminary audit work and fieldwork. Prepare audit workpapers and reports of audit findings and recommendations.

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- Served on Risk Analysis Committee for COMPANY. The committee develops an annual audit plan based on an evaluation of risk within COMPANY, which has total assets in excess of \$3.2 billion, and had Fiscal Year 1996 revenues in excess of \$1.4 billion.
- Served on the Computer Resources Committee for the COMPANY Internal Audit Department. The committee makes recommendations for the use of hardware and software technology in the internal audit department.
- Performing a Best Practices review that included Admissions and Records offices at nine universities using a management consultant approach to promote efficiency and effectiveness.

Company, Department, Location
INTERNAL AUDITOR

1994 – 1997

EDUCATION

Bachelor of Business Administration - Accounting
UNIVERSITY, LOCATION

PROFESSIONAL CERTIFICATIONS

Certified Public Accountant
Certified Internal Auditor
Certified Information Systems Auditor
Certified Fraud Examiner

PROFESSIONAL AFFILIATIONS

Member, Institute of Internal Auditors, December 1994 – Present
Member, Information Systems Audit and Control Association, September 1999 – Present
Member, Association of Certified Fraud Examiners, December 2012 – Present

PROFESSIONAL ACTIVITIES AND EXPERIENCE

- Passed the CPA, CISA and CFE exams on the first attempt. Passed three of four parts of the CIA exam on the first attempt.
- Proficient with Visio, PeopleSoft, and Microsoft Office. Familiar with ACL.