

John C. Doe

Address City, State Zip Email
Residence: (XXX) XXX-XXXX Mobile: (XXX) XXX-XXXX

EDUCATION

Bachelor of Business Administration
Accounting
UNIVERSITY

PROFESSIONAL CERTIFICATION

Certified Public Accountant
Certified Internal Auditor
Certified Information Systems Auditor

RELEVANT WORK EXPERIENCE

Audit Manager, COMPANY, DEPARTMENT

October 2004 – Present

Primary Duties: 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.
Interact with senior management and elected officials.
Coordinate recruiting.
Supervise and evaluate the performance of subordinates.
Participate in developing annual budget for the COMPANY Auditor.
Perform other administrative duties as assigned.

Auditor VI, COMPANY, DEPARTMENT

January 1999 – October 2004

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.
Present results to the Board of Trustees.

Senior Internal Auditor, COMPANY, DEPARTMENT

May 1997 – January 1999

Primary Duties: Conduct preliminary audit work and fieldwork.
Prepare audit programs and internal control questionnaires.
Attend entrance and exit conferences.
Prepare audit workpapers.
Prepare reports of audit findings and recommendations.
Supervise an audit team of one to six persons.
Train and supervise subordinates.
Interact with senior management and law enforcement.

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Address	City, State Zip	Email
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Internal Auditor, COMPANY, DEPARTMENT

December 1994 – April 1997

Primary Duties: Develop audit programs and internal audit questionnaires.

Interview personnel, document processes, evaluate internal controls.

Perform fieldwork phase of the audit process.

Prepare audit workpapers.

Prepare preliminary draft report of audit findings and recommendations.

ACTIVITIES AND EXPERIENCE

- Passed the CPA and CISA exams on the first attempt. Passed three of four parts of the CIA exam on the first attempt.
- Coordinated a peer review of the COMPANY Office in July 2005.
- Performed several high profile fraud projects that were highly unstructured.
- Served on Risk Analysis Committee for COMPANY Internal Audit Department. The committee develops an annual audit plan based on an evaluation of risk within the 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 COMPANY. The committee makes recommendations for the use of hardware and software technology in the internal audit department.
- Served as chair of the COMPANY Safety Committee for three years.
- Proficient with ACL, Visio, Audit Leverage, and Microsoft Office. Familiar with PeopleSoft and SAP.
- Member of the Institute of Internal Auditors, December 1994 – Present
- Member of the Information Systems Audit and Control Association, September 1999 – Present