

INTERNAL AUDIT MANAGER

Summary

Dedicated auditing professional with the accomplished ability to work independently and as a team member to successfully achieve project goals and objectives.

Highlights

- Information System Audit and Control Association (ISACA)
- Sarbanes-Oxley
- Project risk and controls
- Business process review
- The Institute of Internal Auditors (IIA)
- Risk management expertise
- Strong client engagement

Experience

Internal Audit Manager 08/2012 to Current Company Name City , State

- Effectively executed complex post-acquisition audits for Software as a Service (SaaS) acquisitions including planning, developing targeted audit scope and delivering impactful and timely audit reports.
- Responsible for assessing the audit universe, auditable entities and risk environment for internal clients to align with the annual audit plan.
- Liaised with senior leadership to help identify upcoming market trends and manage emerging risk.
- Responsible for planning, delivering and managing internal audit for Consumer Services, Healthcare and Automotive business units (greater than 50% of NA revenue)
- Partnered with stakeholders to discuss the accuracy and impact of audit findings, identify root cause and collaboratively develop timely remediation action plans.
- Revamped the legacy internal audit report and scope document template to include qualitative and quantitative content.

Manager of Internal Audit 08/2011 to 08/2012 Company Name City , State

- Led the the business risk assessment with internal clients to develop the North America annual audit plan.
- Assessed the aged inventory reserve methodology for inventory valued in excess of \$55 million resulting in a potential discrepancy in excess of \$2 million.

Director, Internal Control 10/2006 to 05/2011 Company Name City , State

- Designed and implemented the Sarbanes-Oxley compliance program company-wide managing 45 control owners and six co-sourced auditors.
- Prepared and presented status reports for senior management and the Audit Committee at least quarterly.
- Strengthened governance polices, risk based monitoring controls and training which reduced key controls by 35% and compliance costs by 25%.
- Re-designed the ITGC compliance program, saving \$100,000 annually and enhanced the effectiveness of the control environment, increased process and controls ownership, and accountability.
- Led the design and implementation of Oracle's Internal Controls Manager (ICM) and reviewed and validated the the Conference Room Pilot (CRP) and User Acceptance Testing (UAT) results and documentation.
- Responsible for standardizing process narratives, flowcharts and key controls documentation for 26 detailed process narratives and 325 key controls.

Director of Corporate Compliance 09/2004 to 10/2006 Company Name City , State

- Developed and executed the annual Enterprise Risk Management assessment to assure the audit plan was effectively calibrated to the organizations key business processes and aligned with the risks by materiality, exposure and priority.
- Designed, implemented and managed the Sarbanes-Oxley compliance program for both the domestic and overseas (Hong Kong) office which included walkthroughs, process narratives and key controls.
- Led a cross-functional team responsible for documenting key business processes and collaboratively assessed the key controls.
- Responsible for conducting testing of in-scope audits, analyzing test results and collaboratively develop a remediation action plan in collaboration with the process owners.

Manager, Senior Living and Properties 03/2003 to 06/2004 Company Name City , State

- Senior Living and Properties.
- Developed a business growth strategy, which included the construction of an additional assisted living facility to complement the senior living division, increasing the occupancy rate by 9%.
- Negotiated new vendor contracts and payment terms for supplies and services, realizing a 10% discount and improved terms.

Manager of Internal Audit 08/2002 to 03/2003 Company Name City , State

- Performed the supply chain process audit, identified redundancies and reduced store receiving labor by 60%.
- Developed labor analysis program to assess warehouse pick time, error rates, local receiving labor resources and cost processes to maximize store effectiveness.

Senior Internal Auditor 05/1999 to 12/2001 Company Name City , State

- Uncovered more than \$1 million in overpayments in broker commissions and expenses.
- Served as principal auditor of Accounts Payable, Accounts Receivable, Information Technologies.

Senior Analyst/Develop Team Leader 08/1994 to 04/1999 Company Name City , State

- Subsidiary of Atlantic Richfield Company.

Senior Analyst/Development Team Leader 01/1997 to 01/1999 Company Name City , State

- Designed and implemented processes which eliminated redundant processes and instituted improvements in the training and development of personnel resulting in \$1.8 million labor savings.
- Developed cost analysis and profit implementation programs advising franchisees and corporate-owned facility operators how to increase sales and margins.

Field Supervisor 01/1994 to 01/1997 Company Name City , State

- Developed and executed the South Bay Region sales growth strategy resulting in a 12% net profit increase.
- Led the development of the company-wide labor-hours initiative resulting in \$1 million in savings the first year.

Education and Credentials

Master of Business Administration 2000 Pepperdine University City , State

Bachelor of Science : Management 1994 Pepperdine University City , State

Skills

Accounts Payable, Accounts Receivable, acquisitions, agile, approach, business owner, business process, business processes, CISA, closing, content, contracts, Certified Public Accountant, CPA, product development, documentation, senior management, financial, functional, ICM, Information Systems, Information Technology, inventory, leadership, managing, market, meetings, office, Enterprise, Oracle, personnel, pick, processes, product management, profit, quality, receiving, Risk Management, sales, Sarbanes-Oxley, scheduling, strategy, supply chain