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## Chief Internal Auditor Resume

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### Job Objective

Seeking a position in which to enhance my career as a Chief Internal Auditor by becoming a valued member of your team.

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### Summary of Qualifications:

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- Remarkable experience in performing internal auditing
  - Excellent knowledge of the accepted internal auditing standards and procedures
  - Good knowledge of management and internal controls of financial transactions
  - Proficient with computer programs including spreadsheets, flow charts, graphic presentations and data mining programs
  - Sound time management skills
  - Ability to compute, summarize and aggregate audit reports and data
  - Ability to develop, administer, monitor and adjust reasonable production schedules
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### Work Experience:

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Chief Internal Auditor, August 2005 – Present  
Hancock Bank, Tyler, TX

- Determined the organizations needs of the Audit Department.
- Prepared and supervised annual operating budgets.
- Managed execution of the audit program ensuring efficiency.
- Coordinated and directed the reporting of auditing reports.
- Reviewed and evaluated disposition of audit findings suggesting corrective action.
- Administered preparation, coordination and execution of periodic Audit Committee meetings.

Chief Internal Auditor, May 2000 – July 2005  
XL Capital, Tyler, TX

- Lead the Audit department professionally ensuring high standard of accuracy.
  - Prepared long term audit plans measuring risk factors and evaluating corrective actions.
  - Managed effectively budgets and other allocated resources.
  - Ensured optimum audit coverage with the external auditor.
  - Reported audit findings with recommendations to the Chief Officers and Members.
  - Performed towards achieving anticipated results and Audit Division goals.
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### Education:

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Bachelor's Degree in Finance, Southwestern Oklahoma State University, Weatherford, OK

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