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# INTERNAL AUDIT ANALYST RESUME

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## Job Objective:

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To obtain a challenging Internal Audit Analyst position in a well reputed organization.

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## Highlights of Qualifications:

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- Sound knowledge of SAP and business process audit controls experience
- Ability to identify and assess risk and exposures of business processes
- Ability to develop risk based audit programs
- Ability to manage multiple concurrent audits projects
- Ability to build relationships across all levels of the organization
- Familiarity with ERP systems, GAAP and SEC

Ability to influence and negotiate with others

Ability to work independently and in teams as the project needs dictate

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## Professional Experience:

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Internal Audit Analyst  
Systemtec, Inc., Colorado Springs, CO  
August 2005 – Present

- Performed and lead financial and operational audits.
- Processed policies and procedures and the adequacy of internal controls.
- Prepared reports and formulated recommendations designed to improve controls and methods of operation.
- Collaborated with various levels of management on audit findings, recommendations, and corrective action plans.
- Supported and maintained Standards of Business Conduct investigations.
- Performed and conducted special projects as directed by Internal Audit Management.

Internal Audit Analyst  
Honeywell, Colorado Springs, CO  
May 2000 – July 2005

- Conducted and performed internal and external research.
  - Consulted with key business and process owners to document key business processes through narratives, walk-through and process flows.
  - Reviewed and examined existing processes and controls.
  - Documented, organized, and defined control testing results.
  - Discussed audit testing results, potential implications.
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## Education:

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Masters Degree in Accounting  
University of California, Berkeley, CA  
Bachelors Degree in Accounting  
University of Chicago, Chicago, IL

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