
Operations Auditor Resume

Job Objective

Seeking an Operations Auditor position with the right company that offers the opportunity to learn and gain more experience in this field.

Highlights of Qualifications:

- Comprehensive experience in conducting accounting audits of programs and operations
 - Good knowledge of project management
 - Sound knowledge of Data and Information Analysis
 - Excellent auditing and accounting skills
 - Excellent skill in Organizing Audit Information
 - Strong analytical, problem solving, and organizational skills
 - Strong oral and written communication skills and proven presentation skills
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Professional Experience:

Operations Auditor, August 2005 – Present
UTC Corp, Hyattsville, MD

- Performed reviews of critical business processes.
- Evaluated the effectiveness of internal controls and identified potential process improvement opportunities.
- Lead risk based audits and managed 1-4 auditors per engagement.
- Assessed risk of key business processes and prepared audit plans and specific audit programs.
- Identified internal control limitations and opportunities for development.
- Created process maps of operational purpose.

Operations Auditor, May 2000 – July 2005
Amway, Hyattsville, MD

- Prepared clear, concise audit reports.
 - Performed detailed reviews of claims.
 - Presented audit conclusions and suggestions.
 - Measured and reported accuracy of operational activities on an individual or a group.
 - Compiled data to audit and report weekly and monthly performance standards.
 - Coordinated with external auditors in their review of claims, enrollment and system configuration.
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Education:

Bachelor's Degree in Accounting, Ferris State University, Big Rapids, MI

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