
SOX Auditor Resume

Job Objective

To secure a position with growing company as a SOX Auditor where my education and special training can be utilized to the fullest.

Highlights of Qualifications:

- Comprehensive experience in implementing control self-assessment processes
 - Excellent knowledge of SOX Compliance and s.404 testing
 - Skilled in identifying risks & controls, & developing audit tests of controls
 - Excellent skills in the efficient use of Microsoft Excel and Word software
 - Self-starter and the ability to work on multiple projects under pressure
 - Strong analytical and decision-making skills
 - Superior written and verbal communication skills
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Professional Experience:

SOX Auditor, August 2005 – Present
Regency Energy Partners LP, Harlan, KY

- Focused on key operational, accounting, and financial reporting controls within the assigned areas and scope for SOX reviews.
- Identified key controls, assessed controls for design deficiencies, and updated process.
- Scheduled testing of operating effectiveness in compliance with tests plans.
- Detected operating deficiencies and proposed ways to remediate control failures.
- Identified mitigating controls to minimize risk exposures.
- Participated in the implementation of new processes and corrective action plans to ensure SOX compliance.

SOX Auditor, May 2000 – July 2005
Premiere Company, Harlan, KY

- Executed the design reviews and test plans in a timely manner.
 - Executed test plans at assigned locations.
 - Documented work as per established practices and SOX standards.
 - Prepared detailed findings for review with appropriate management personnel.
 - Submitted status reports to compliance executive on time.
 - Ensured to communicate SOX testing results to the appropriate authority.
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Education:

Bachelor's Degree in Accounting, Thomas Jefferson University, Philadelphia, PA

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