

Auditor

(555) 010-0000 · you@example.com · City, ST · linkedin.com/in/your-name

SUMMARY

Methodical internal auditor with six years executing risk-based audits across finance and operations, testing SOX controls, documenting findings under COSO, and driving remediations that closed control gaps and recovered funds.

EXPERIENCE

Senior Internal Auditor, Apex Industrial Holdings 2021 – Present
City, ST

- Led 14 risk-based internal audits annually across procurement, payroll, and revenue, each from planning through report.
- Tested key SOX controls across five processes, documenting design and operating effectiveness under the COSO framework.
- Identified 30-plus control deficiencies over two years and tracked each remediation to verified closure.
- Uncovered a duplicate-vendor scheme during a procurement audit, recovering \$140,000 and recommending preventive controls.
- Performed walkthroughs and substantive testing on samples drawn with statistical methods to support conclusions.
- Drafted audit reports rated by management as clear and actionable, with 95% of recommendations accepted.
- Used IDEA and Excel for data analytics, testing 100% of transactions in two high-risk areas rather than samples.
- Coached two staff auditors on workpaper standards and risk assessment during fieldwork.

Staff Auditor, Tideline Financial Group 2018 – 2021
City, ST

- Executed substantive testing on cash, receivables, and accruals for external audit engagements.
- Prepared workpapers documenting procedures, evidence, and conclusions to professional standards.
- Reconciled audit samples to the general ledger and investigated variances over a set threshold.
- Assisted with risk assessments that shaped the annual audit plan for a mid-market client portfolio.
- Confirmed balances with third parties and followed up on exceptions to resolution.
- Completed continuing-education hours to maintain technical currency on auditing standards.

EDUCATION

Bachelor of Science in Accounting 2014 – 2018
State University — City, ST

CERTIFICATIONS & LICENSES

CPA (Certified Public Accountant) · Certified Internal Auditor (CIA)

SKILLS

Risk-based auditing · SOX controls testing · COSO framework · Internal controls · GAAP · Substantive testing · Data analytics (IDEA, Excel) · Workpaper documentation · Audit reporting · Fraud detection · Risk assessment · Remediation tracking