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NAME

Headline section

Experienced Internal Auditor | Experience working with International Firms

ABOUT

(Name) is a results-driven, detail-oriented, internal auditor with a proven track record of providing accurate auditing solutions for leading global consulting firms such as ____, as well as leading well-known brands such as ____.

She has continuously brought aspects of Customer Service into every file that she has dealt with, and has a great grasp of Customer Relations, accompanied by her excellent interpersonal skills. She has also had many opportunities to exercise these skills while teaching courses on software to potential clients.

(Name) has a passion for learning, and after successfully completing a Bachelor of ____ at (School), she went on to obtain her Master of Public Administration and Internal Auditing from the same institution. (Name) also holds a number of professional certifications, including a certificate in ____ which she earned from (School), and an Administrative Reserves professional training course from ____.

(Name) also possesses a very valuable skill, which is a very high mastery of English, as has been demonstrated through her experience teaching courses for potential clients on company products while working for ____, and her experience travelling abroad to work with international clients while working for ____.

EXPERIENCE

(Dates)

Internal Auditor, Company

Company Description. **Job functions include:**

- Objectively review company business processes



- Evaluate the efficacy of risk management procedures that are currently in place
- Ensure that the organization is complying with relevant laws and statutes in the areas of pensions and provident funds
- Make recommendations on how to improve internal controls and governance processes, and follow up after the recommendations are implemented

(Dates)

Internal Auditor, Company

Company Description. **Job functions included the following:**

- Provided auditing solutions for market-leading corporations
- Oversaw implementation of Automatic Data Processing throughout the firm
- Determined ways to cut costs and improve profitability
- Assessed the efficiency and productivity of internal staff, and made recommendations for improvement

2006-2009

Internal Auditor, Company

Company Description. **Job functions included the following:**

- Managed the Sox IT Team
- Analyzed operational risks and Sox risks in top banks and industry leaders
- Participated in projects on Auditing through Automatic Data Processing
- Drafted and implemented internal regulations and processes
- Marketed Government, Risk and Compliance software, and taught training courses to potential clients abroad on how the software operates and should be implemented
- Monitored the process of software approval and absorption

EDUCATION

(Insert Education)

CERTIFICATIONS

(List Certifications)

SKILLS AND ENDORSEMENTS

1. Internal Auditing
2. Customer Experience
3. Customer Relations
4. Automatic Data Processing
5. Governance, Risk and Compliance (GRC)
6. Regulations
7. Risk Management
8. Regulatory Compliance
9. Policies
10. Operations
11. Strategy
12. Critical Thinking
13. Accuracy
14. Critical Analysis
15. Attention to Detail
16. Professional Training
17. Accounting Software
18. Project Management
19. Leading Teams
20. Customer Satisfaction
21. Policy Management
22. Communication
23. Technology
24. Process Improvements
25. Consulting
26. Strategic Planning
27. Loss Prevention
28. English



29. Public Administration

ACCOMPLISHMENTS

(List Accomplishments)

Languages

(List Languages)

Technical Skills/Software and Programs

(List Skills)