### NAME

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# PROFESSIONAL SUMMARY

**INTERNAL AUDITOR**

An **Internal Auditor** who has a keen understanding of theinternal workings of an organization and provides valuable solutions by promoting optimum company practices. Strong aptitude in collecting, analyzing, and examining data to recognize internal control effectiveness. In-depth knowledge of risk-based auditing, control frameworks, and risk management techniques. Experienced in audit planning, evaluation and testing of controls, reporting, and following up on new system implementation assessments. A supportive team player who collaborates effectively but can also apply himself to individual assignments. Clear written and oral communicator. Analytical problem solver who understands the details in the context of the overall picture.

# AREAS OF EXPERTISE

* Strategic Planning & Execution
* Regulatory Compliance
* Auditing Standards
* Cost Control & Efficiency
* Risk Mitigation
* Staff Training & Development
* Microsoft Word, Excel & Access

# CAREER EXPERIENCE

#### Company Name 20XX – 20XX

*One of Canada’s leading trust companies offering Canadians a wide range of financial product and service alternatives, including mortgages, Visa cards, deposits and retail credit services.*

## Senior Quality Assurance Analyst, Enterprise Risk Management

Tasked with assisting Senior Management and the Board of Directors with objective and timely assessments of adherence to the Company internal policies, guidelines and standards, credit adjudication decision quality and integrity of documents, resulting in higher internal control and lower credit related loan losses.

* Provided feedback to Senior Management by identifying systemic risks and opportunities which enhanced credit standards and better decision-making, resulting in overall 10% reduction in bad loans.
* Communicated with other IT and Compliance department to help ensure Company operates within the approved Risk Framework, resulting in reduced legal liability and increasing the stability of operations.
* Collaboratively supported and ensured accuracy of the preparation and issuance of reporting relating to the review results for EVP’s and Credit Risk Committee.
* Identified and referred suspicious files to Corporate Compliance as appropriate to assist the Company in fulfilling its regulator responsibilities, resulting in more updated fraudulent exposure data.
* Ensured observations were written based on facts and are accurate and defensible, increasing credibility of Risk Management process and feedback.
* Promoted strong risk culture within the company by identifying opportunities to improve the risk/reward trade-off in the credit department.

#### Company Name 20XX – 20XX

*A Canadian credit union offering financial products that include chequing and savings accounts, loans, mortgages, insurance and small business products.*

## Operational Risk Consultant

Trained and provided consulting support to all branches relating to operational efficiencies, resulting in 20% faster turnaround time for clients.

* Analyzed and developed key controls required within the business processes, accomplishing a full Risk Control Matrix.
* Liaised with IT Management to plan, coordinate and obtain approval for changes or additions to the existing IT environment, avoiding any possibility for breach of license agreement.
* Developed and assessed tests of controls, evaluated and documented the results of testing, supporting senior management in completion of final audit report.
* Presented and communicated to management regarding the role of Internal Audit and the positive impact on business, ensuring better cooperation from operational management with internal audit inquiries.
* Recommended areas of improvement, wrote reports documenting findings, and followed up on recommendations to ensure suggestions were implemented.

#### COMPANY NAME 20XX – 20XX

*Canada's authority on housing, contributing to the stability of the housing market and financial system, provide support for Canadians in housing need, offers objective housing research and advice to Canadian governments, consumers and the housing industry.*

## Mortgage Underwriter

* Assessed risk of the mortgage applications by completing an assessment of the property, the borrower and the market.
* Planned and executed activities to ensure that credit risk is minimized.
* Reviewed client’s documents to ensure all applications funded were within guidelines, including financial statements, tax returns and property appraisals.

# EDUCATION

#### BBA, Finance & Accounting, University Name 20XX

# CERTIFICATION & MEMBERSHIPS

**Member, I.I.A. (Institute of Internal Auditors)**  **20XX**

**C.I.A (Certified Internal Auditor) 20XX**

**C.I.S.A. (Certified Information Systems Auditor)** **20XX**

(SOX Compliance, COBIT, COSO, IT General Controls and Governance)

# INTERESTS & COMMUNITY SERVICE

**Kayaking, Sailing, Golf**

**Board Member, ABC Charity, Volunteer – Food Bank**