

IT Auditor -Contract/Temporary IT Auditor -Contract/Temporary Commercial Project Manager
Omaha, NE Work Experience IT Auditor -Contract/Temporary Capstone - Omaha, NE April 2019 to
July 2019 Project based contract employee. Reviewing client audit controls for policy compliance
Commercial Project Manager American Fence - Omaha, NE May 2017 to October 2018 Project
management for commercial sales projects from estimate through billing ? Scope of work includes
requirements management, workforce management and scheduling, customer and site coordination,
resource management, and regulatory compliance ? Responsible for commercial customer billing
and invoicing ? Ultimately responsible for the on-time, accurate completion for approximately 30
commercial projects per month, representing annual gross revenue of \$4.5 million IT Internal
Auditor Major Incident Specialist II/ IT Internal Auditor CSG International - Omaha, NE March 2015
to April 2017 IT Internal Auditor ? Review, analyze, and model IT processes to identify areas of
potential business and security risk ? Evaluate and quantify identified risk and recommend controls
necessary to reduce risk to acceptable levels ? Monitor and report on risk control compliance after
implementation ? Regular exposure to and recommendation to multiple levels of management, up
to the executive level Major Incident Specialist II ? Restoration management of major incidents
and outages, including driving resolution across multiple teams and levels of management ?
Creation, review, and publication of post-issue review documentation, including root cause
determination and preventative tasks ? Developed, implemented, and monitored the continual
improvement of several new processes and procedures ? Regular exposure to and
recommendation to multiple levels of management, up to the executive level Administrative
Assistant II Bellevue University - Bellevue, NE February 2013 to March 2015 Managed faculty
(tenured and adjunct) assignments, class registration, and materials needs ? Managed and
executed student survey procedure ? Created efficient process for inventory and distribution of
faculty course texts ? Maintain College scheduling database ? Assistant to Dean and Assistant
Dean of College of Business Pet Care Manager Petsmart - Omaha, NE April 2009 to February 2013
Responsible for the creation, management, and execution of all live animal procedures (purchasing,
care, sales, stocking, etc) ? Daily management paperwork such as ordering new stock, inventory,

and department maintenance duties ? Shared responsibility as Manager on Duty, with tasks including nightly deposits and management of all store employees ? Training of associates and new hires Education Computer Information Systems Bellevue University June 2012 to November 2014 Information Management Systems Metropolitan Community College December 2007 to June 2010 Skills audit (Less than 1 year), billing (1 year), Data Analysis (Less than 1 year), ordering (3 years), security (2 years), budget, Scheduling, Outlook, It Audit

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