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**PROFESSIONAL EXPERIENCE**

**KENEXA, INC., Waltham, Massachusetts**

2009 - Present

*Global public company that provides employment and retention solutions to assist organizations in hiring and retaining employees.*

***Director of Privacy, Risk, and Compliance***

- ◆ Develop, implement, and maintain corporate policies and procedures in accordance with the requirements of SOx, MA Privacy Law, GLBA, HIPAA, ISO/IEC 27001, and European Union's Data Privacy Directives.
- ◆ Design and execute corporate strategy for risk taking and management of credit, market, and operational risks.
- ◆ Advise global management on strategic, financial, and operational risk acceptance and risk management.
- ◆ Perform periodic assessments to identify fiduciary, operational, and security risks.
- ◆ Support for mergers and acquisitions activities; recovered \$2M in purchase price through post-closing working capital audit.
- ◆ Ensure revenue accounting policies are documented and applied consistently on a worldwide basis.
- ◆ Successfully manage informational technology, financial, and operational audits resulting in the Company procuring multi-year hosting contracts totaling over \$4.5M annually.
- ◆ Coordinate the enterprise business continuity plan and disaster recovery plan development, maintenance, and testing.
- ◆ Develop the annual privacy and security awareness training and ensure 100% of the employees complete and pass the training.
- ◆ Direct FISMA audits of Kenexa's business units and the associated web-based applications.
- ◆ Provide the control areas and control objectives to be tested for the SSAE 16 audit performed by our external auditors.
- ◆ Develop and direct the enterprise risk program globally to ensure effective identification, measurement, control, and management of relevant risks.
- ◆ Monitor changes to the enterprise risk profile and provide effective policies, procedures, and systems to mitigate risk.
- ◆ Chair corporate privacy, risk, and compliance committee responsible for building stable, data and rule-driven export-compliance and security processes.
- ◆ Integrate privacy, compliance, and security program requirements into the organization's life-cycle activities.
- ◆ Conduct performance reviews and develop training curriculum for compliance staff.

**RSM MCGLADREY, BOSTON, MASSACHUSETTS**

2005 - 2008

*National consulting firm specializing in taxes, business management, wealth management, and corporate finance. Client industries included: asset management, banking, biotech, and utilities.*

***Advisory Services Manager***

- ◆ Advised management on the preparation of financial statements to comply with IFRS, US GAAP, banking disclosure rules and listing rules.
- ◆ Implemented initiatives as needed to enhance control compliance with US GAAP and SOx, including convergence standards under IFRS.
- ◆ Assessed the impact of new FASB, AICPA, and EITF rules and regulations on the clients' financial position and financial statements.
- ◆ Managed a team of approximately 7 that was responsible for the corporate consolidation, legal entity reporting, maintaining the ledgers of corporate entities and the annual audit.
- ◆ Validated that financial services organizations followed Regulation M in their own consumer leasing programs.
- ◆ Reviewed and verified policies regarding loan pricing and maturities and the development of new loan products.
- ◆ Analyzed investment trial balances to determine the nature and maturity composition of investment portfolios.
- ◆ Examined subscription records for accuracy and completion to determine the status of offerings.
- ◆ Verified that expenses associated with underwriting were accumulated in the general ledger in separate deferred expense accounts.
- ◆ Presented concise and succinct audit findings and recommendations to senior management and audit committees.

- ◆ Supervised up to 5 staff auditors by assigning test plans, and reviewing audit work papers.
- ◆ Provided training opportunities and performance evaluations for audit staff.
- ◆ Directed compliance audits of financial institutions' BSA/AML function.
- ◆ Performed SAS 70 audits and drafted SAS 70 Type II reports .
- ◆ Completed Regulation T audit program to ensure initial margins were accurate.
- ◆ Reviewed monthly reserve analysis and ensured business was in compliance with reserving policies such as bid/offer adjustments.
- ◆ Determined whether the minimum books and records were maintained in compliance with SEC rules 17a-3 and 17a-4.
- ◆ Determined compliance with regulatory reporting including Form X-17A-5. .
- ◆ Compiled and analyzed SOx audit documentation to develop remediation plans for control deficiencies.

**ERNST AND YOUNG, CHICAGO, ILLINOIS**

2001 - 2005

*International accountancy and professional services firm. Client industries included: asset management, banking, insurance, manufacturing, and retail.*

***Advisory Services Consultant***

- ◆ Managed the internal controls testing and documenting efforts of up to 14 staff auditors.
- ◆ Reviewed trade confirmations for OTC derivatives trades, including rates, credit, equity, commodity and FX derivatives.
- ◆ Examined derivative instruments to enhance returns on both public bonds and private placements for client's securities departments.
- ◆ Identified financial controls; performed financial recalculations for accrual/ interest rates relevant to the settlements, and margins.
- ◆ Facilitated due diligence of \$11M acquisition to assess the target company's SOx compliance.
- ◆ Led status meetings with senior management to discuss audit progress, findings and concerns.
- ◆ Directed Regulation CC, Regulation D, HMDA, and Truth-In-Lending internal audit engagements for financial organizations.
- ◆ Coordinated due diligence and purchase accounting activities, and provided technical accounting guidance.
- ◆ Analyzed multi-currency fixed income trading portfolios ensuring derivative instruments were used to hedge risk and enhance the portfolio returns

**EDUCATION**

**UNIVERSITY OF LONDON, London, UK**

***Bachelor of Science*** in Accounting and Financial Management, 2001

***Cumulative GPA:*** 3.83

**CERTIFICATIONS**

***Certified Internal Auditor***

***Certified Management Accountant***

***Certified Information Systems Auditor***

**PROFESSIONAL AFFILIATIONS**

***Member, INSTITUTE OF INTERNAL AUDITORS***

***Board Member, INFORMATION SYSTEMS AUDIT AND CONTROL ASSOCIATION, New England Chapter***

***Member, INSTITUTE OF MANAGEMENT ACCOUNTANTS***

***Graduate, AICPA CPA AMBASSADOR PROGRAM, 2008***

***Graduate, MSCPA LEADERSHIP ACADEMY, 2007***

**TECHNICAL SKILLS**

**Software:** SAP, Oracle, JD Edwards, Hyperion, Timberline Vantage, Navision, Great Plains

**Operating Systems:** Windows, UNIX, Linux