WIKUS TAYLOR

567 Main Street, New York, NY 12345 w.taylor@youremail.com 023} 456-7890

EDUCATION

Bachelor of Science in Business Administration and Accounting

New York University, New York, NY, September 2000 - June 2004

Master of Business Administration

New York University, New York, NY, September 2004 - June 2006

KEY SKILLS

- Risk management and mitigation
- Regulatory compliance
- Organizational and analytical skills
- Proficient written and verbal communicator

Detail-orientated auditor with over 15 years of experience as an internal auditor at mid-sized to large organizations. Proven track record of fully evaluating information, procedures, and structures and initiating any corrective action that may be required. Able to provide valuable solutions to help meet organizational goals and promote optimal company practices.

PROFESSIONAL EXPERIENCE

Senior Auditor

PMG international, New York, NY | December 2012 - Present

- Develop auditing programs to assess risks and evaluate regulatory requirements
- Produce regular audit reports and present them to senior management
- Plan annual audits for internal departments and international offices
- Perform risk assessments on key organizational activities and processes
- optimized the internal auditing process, which reduced annual costs by \$95,000 per year

Junior Auditor

H and H Technologies, New York, NY | July 2006 - November 2012

- Audited key business operations and created reports based on these audits
- Traveled to international offices to evaluate operations and ensure that the organization was following regulatory procedures
- Performed analytical procedures to detect any unusual financial relationships and reported findings to the senior auditor
- inspected all accounting books and practices on a regular basis