

Jeffrey D. Layfield  
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**Objective:** Experienced auditor seeking a challenging career opportunity to be an effective partner in helping an organization manage risk and improve processes.

<b>Education:</b>	<b>Kennesaw State University</b>	<b>Marietta, GA</b>
	Masters in Accounting	Class of 2014
	Bachelor of Science, Business Administration	Class of 2011

<b>Experience:</b>	<b>Global Payments Inc.</b>	<b>Sandy Springs, GA</b>
	<i>Internal Auditor, Finance and Accounting</i>	July 2017 to November 2018
	<ul style="list-style-type: none"><li>• Performed annual Sarbanes Oxley (SOX) testing for accounting, finance and tax processes and controls</li><li>• Participated in risk audit projects and tested key controls, including ASC 606 Implementation and Independent Service Organization audits</li><li>• Coordinated with management to conduct and document walkthroughs to confirm understanding of key controls</li><li>• Prepared testing work papers and supporting documentation to evaluate effectiveness of key controls</li><li>• Assisted the IT audit team with the testing of information technology general controls</li><li>• Partnered with management on remediation of key controls</li><li>• Became a process expert in our Tax and Sales Compensation business</li></ul>	

<b>Aprio, LLP</b>	<b>Sandy Springs, GA</b>
<i>Audit Associate</i>	August 2015 to September 2016
<ul style="list-style-type: none"><li>• Performed compliance audits for title insurance companies based on the American Land Title Association's Best Practices</li><li>• Contributed strong attention to detail to audit documentation provided by clients</li><li>• Thorough communicator to team leader to request documentation and explanation from clients about their title company practice</li><li>• Enthusiastic team player in department to help others understand and interpret ALTA's Best Practices and title insurance company policies &amp; procedures</li><li>• Willing to assist other departments if needing help such as the Valuation Department and Tax Department</li></ul>	

<b>Barganier and Associates, LLC.</b>	<b>Dunwoody, GA</b>
<i>Intern - Compliance Associate</i>	September 2014 to April 2015
<ul style="list-style-type: none"><li>• Ensured clients' annual filings of unclaimed property are completed in a timely and accurate manner in accordance with state and federal regulations.</li><li>• Contributed to strong attention to detail when preparing reports for our client per state.</li></ul>	

**Technical Skills:** Microsoft Office Suite Mac OS X, Microsoft Dynamics, and Google G-Suite

Currently studying for the Certified Internal Auditor (CIA) designation