

Grace K. Mutuku

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Self-driven and team-oriented Software Engineer offering a strong work ethic and determination to produce high-quality work

RELEVANT EXPERIENCE:

The Walt Disney Company
Senior SOX IT Analyst

Glendale, CA
April 2020 – August 2021

- Managed the full-scope of internal audit work for the Disney Parks, Experiences and Products (DPEP) business segment and Media Networks business unit, including communication with internal business partners and external auditors, audit planning, walkthroughs, interim and update testing of operating effectiveness across 90+ controls, reporting and remediation of deficiencies
- Performed interim and update tests of design and operating effectiveness for in-scope DPEP, Media Networks, Disney+, and 21st Century Fox systems across key SOX 404 controls with an emphasis on password and authentication settings, new user provisioning, periodic recertification of users, change management, and job notification and resolution
- Charged with the roll-out of Wdesk as the primary audit data management tool and repository for the Enterprise Compliance & Controls (ECC) team, including administration and maintenance of the tool, new user provisioning and user deprovisioning, and leading a Wdesk training for a team of 60+ people
- Assisted the SOX IT Manager with the quarterly control and process owner certification, including the upload and analysis of certification results

Ernst & Young, LLP
Senior – Information Technology Risk and Assurance

Tysons, VA
April 2017 – April 2020

- Managed a team of 3 and led the performance of external audit work from planning, fieldwork, reporting, archiving, and remediation for 3 out of 7 systems for a large US Department of Health and Human Services (HHS) agency
- Led walkthrough interviews and performed tests of design and operating effectiveness for in-scope systems across key control domains including Security Management, Access Management, Change Management, Segregation of Duties, and Contingency Planning
- Directed communication with the Office of Inspector General (OIG) in order to coordinate timely delivery of workpapers and audit deliverables, and to conduct timely reporting of any findings, deficiencies and management responses
- Tracked and performed remediation analysis and testing for over 100 findings and weaknesses
- Managed engagement metrics such as engagement staffing, onboarding and training of new team members
- Created and assisted in leading a three-hour long, CPE-eligible FISCAM training for new team members
- Assisted in the planning and walkthrough stages of SSAE18 SOC1 attestation engagements for two (2) large US DoD agencies
- Organized and led monthly touchpoint calls with EY Senior Leadership as a member of the EY Government and Public Sector (GPS) Risk Project Management Office (PMO) group
- Collaborated across various EY GPS Risk PMO Initiatives such as GPS Risk Onboarding and GPS Risk Infrastructure to help support the GPS Risk mission of growing, integrating and motivating our personnel
- Assisted in EY campus recruiting efforts at the University of Maryland (UMD) by joining career fairs, acting as a greeter for Super Day interviews, and routinely going on campus as an EY representative

Clarksburg Medical Center, Inc.
Accounts Receivable Analyst

Clarksburg, MD
February 2015 – December 2015

- Tasked with verifying and posting insurance and patient payments to the eClinicalWorks system
- Resolved any issues and discrepancies with regards to denied payments
- Spearheaded an overhaul of the company accounts receivable system that led to a 28% decrease in denied claims

Robotic Research, LLC
Engineer Trainee Intern

Gaithersburg, MD
January 2014 – February 2014

- Worked with professional engineers on various ongoing projects in the field of robotics research.
- Conducted extensive research for the purpose of writing up Small Business Innovation Research (SBIR) project proposals.

HONORS/POSITION OF DISTINCTION:

- Received end-of-year recognition as one of the high-performing members of the SOX IT team (The Walt Disney Company, December 2020)
- Received 12 “Bravo” awards for excellence and going “above and beyond” in service to clients (EY, June 2017–April 2020)
- EY Government and Public Sector (GPS) PMO Risk Infrastructure Initiative Co-Lead (EY, May 2018–April 2020)
- Assisted in UMD campus recruiting for the EY Americas Black Professional Network Recruiting and Retention Committee (EY, May 2019)

PROFESSIONAL ASSOCIATIONS:

- Information Systems Audit and Control Association (ISACA)

EDUCATION: B.S. Aerospace Engineering (August 2014)

University of Maryland, College Park

CERTIFICATION: Certified Information Systems Auditor (CISA)
Certified Public Accountant (CPA)

Passed Exam as of May 2019, Pending Licensure
Licensed as of April 2020

CLEARANCE: Public Trust and Interim Secret