

Resume Samples

Sample 1: Chronological

First name Last name

High-impact executive team leader with nine years of public accounting and advisory experience; deep experience in risk and controls; effecting process and control improvement in complex environments; mature project management and team leadership capabilities; significant positive impact on audit quality and service delivery; and proven ability to develop trusting and credible relationships.

✉ [email address](#)

☎ Phone no.

📍 City, state

[in](#) LinkedIn link

Professional experience

Senior manager, Technology Risk Assurance

Ernst & Young LLP | Sept 2009–current

- Effectively and efficiently led business process and information technology control assessment activities for large public and private companies in varying industries
 - Plan, coordinate and execute risk assessments to evaluate organizations' people/resources, processes, and IT systems and infrastructure in the context of audited financial statements/Sarbanes Oxley 404
 - Mitigate company risk and improve compliance outcomes by advising stakeholders on the critical risk and success factors for financial systems and business processes
 - Predict, plan and manage change (e.g., acquisitions, reorganizations, implementations, audit standards) ensuring continued appropriate risk assessment scope and strategy
 - Optimize testing plans for efficiency and collaborate with client internal audit/SOX teams to ensure proper testing scope, strategy and execution synergies
 - Train and manage EY and client teams on execution of the procedures
 - Draft and manage appropriate reports and timely filings
- Achieve consistent on-time and on-budget execution of complex projects by creating efficient plans and budgets, establishing timelines and driving deadlines, managing thousands of budgeted hours, predicting and mitigating significant issues, effectively managing and supervising multiple teams of staff simultaneously, timely reporting of engagement progress and results to EY partners and client leadership
- Served as the primary PMO team member assisting a Fortune 200 company with their successful ICD-10 implementation by coordinating with various teams on deadlines and reporting up the steering committee
- Assisted with the execution of multiple SOC 1 (Type 1 and 2) and SOC 2 reports, including performing testing, assisting with the management description and control framework, and quality review of the final report
- Created, piloted and implemented project management and quality innovation solutions that were adopted by EY Region leadership and teams
- Selected to serve on EY Southeast Region Quality Team and improved audit quality outcomes by assisting with internal firm trainings, PCAOB and peer review inspection support, internal engagement audit quality reviews, and internal pre-issuance reviews. Led multiple audit quality trainings of EY professionals at all levels
- Grew EY high-quality talent through recruiting referrals and interviews, completing candidate evaluations and recommending job offers
- Selected to serve on EY Nashville People Advisory Forum (PAF) and improved staff work satisfaction and retention by identifying opportunities for staff development, providing appropriate and timely feedback and counsel, and mentoring and supporting staff in the execution of their assignments

Staff accountant

Universal Safety Response/Smith & Wesson Security Solutions | Aug 2008–Sept 2009

- Handled the daily A/P processes, including the input of all invoices timely and accurately, renegotiating supplier terms, identifying errors/overpayments and implementing improved documentation retention system
- Processed expense reports for 100+ employees and implemented a training program that reduced questions to field employees and led to a more efficient month-end accrual calculation
- Acted as primary coordination liaison to the external auditor for all departments that significantly improved cooperation and efficiency of the audit

Education and certifications

BS in Business Administration

Auburn University

Major: Accounting

Minor: Information Systems Management

Certified information systems auditor (CISA)

ISACA member | June 2010–current

Technology and computer skills

- Experience performing audits on the following: active directory, mainframe, DB2, RACF, Oracle DB, Unix OS, AS400 OS, Windows OS, SQL DB, SAP, Oracle Financials, PeopleSoft, Kronos, Lawson, Hyperion, ADP, Ultipro, FAS, and multiple other customized applications and third-party applications
- Proficient in data analysis tools and methods; manage and execute data analysis, journal entry and computer-aided auditing technique
- Strong Microsoft Office suite skills and experience

Sample 2: Chronological

First name Last name

Street address
City, State ZIP

Phone no.
Email address
LinkedIn link

Summary of experience

High impact executive team leader with nine years of public accounting and advisory experience; deep experience in risk and controls; effecting process and control improvement in complex environments; mature project management and team leadership capabilities; significant positive impact on audit quality and service delivery; and proven ability to develop trusting and credible relationships

Professional work experience

Senior manager, Technology Risk Assurance

Sept. 2002–present

Ernst & Young LLP | Anytown, TX

- Effectively and efficiently led business process and information technology control assessment activities for large public and private companies in varying industries
 - Plan, coordinate and execute risk assessments to evaluate organizations' people/resources, processes, and IT systems and infrastructure in the context of audited financial statements/Sarbanes Oxley 404
 - Mitigate company risk and improve compliance outcomes by advising stakeholders on the critical risk and success factors for financial systems and business processes
 - Predict, plan and manage change (e.g., acquisitions, reorganizations, implementations, audit standards) ensuring continued appropriate risk assessment scope and strategy
 - Optimize testing plans for efficiency and collaborate with client internal audit/SOX teams to ensure proper testing scope, strategy and execution synergies
 - Train and manage EY and client teams on execution of the procedures
 - Draft and manage appropriate reports and timely filings
- Achieve consistent on-time and on-budget execution of complex projects by creating efficient plans and budgets, establishing timelines and driving deadlines, managing thousands of budgeted hours, predicting and mitigating significant issues, effectively managing and supervising multiple teams of staff simultaneously, timely reporting engagement progress and results to EY partners and client leadership
- Served as the primary PMO team member assisting a Fortune 200 company with their successful ICD-10 implementation by coordinating with various teams on deadlines and reporting up the steering committee
- Assisted with the execution of multiple SOC 1 (Type 1 and 2) and SOC 2 reports, including performing testing, assisting with the management description and control framework, and quality review of the final report

- Created, piloted, and implemented project management and quality innovation solutions that were adopted by EY Region leadership and teams
- Selected to serve on EY Southeast Region Quality Team and improved audit quality outcomes serving by assisting with internal firm trainings, PCAOB and peer review inspection support, internal engagement audit quality reviews and internal pre-issuance reviews. Led multiple audit quality trainings of EY professionals at all levels
- Grew EY high-quality talent through recruiting referrals and interviews, completing candidate evaluations and recommending job offers
- Selected to serve on EY Nashville People Advisory Forum (PAF) and improved staff work satisfaction and retention by identifying opportunities for staff development, providing appropriate and timely feedback and counsel, and mentoring and supporting staff in the execution of their assignments

Staff accountant

Aug. 2008–Sept. 2009

Universal Safety Response | Anytown, TX

- Handled the daily A/P processes, including the input of all invoices timely and accurately, renegotiating supplier terms, identifying errors/overpayments and implementing improved documentation retention system
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- Proficient in data analysis tools and methods; manage and execute data analysis, journal entry, and computer aided auditing technique
- Strong Microsoft Office Suite skills and experience

Sample 3: Functional

First name Last name

City, state ZIP | Phone no.
Email address | LinkedIn link

SUMMARY OF EXPERIENCE

Successful, results-generating executive management professional with extensive experience directing teams, technical personnel and line management staffs in exceeding production and sales goals and objectives in areas to include extensive industry knowledge, practical experience in the production processes, profit and loss responsibility, managing pilot and production runs, and employee relations.

SELECTED ACCOMPLISHMENTS

- **Operational systems management** – Directed and implemented changes to operation to streamline productivity while maximizing resource allocation. Analyzed organizational structure and resources by developing, coordinating, and implementing data selection and collection on personnel position and work audits. Overall analysis and implementation decreased production costs by 30% over a five-year period.
- **Human resource management** – Conducted work measurement and controlled manning requirements by planning, developing, and implementing departmental human resource and labor relations programs as per local, state, and federal guidelines and regulations. Designed and implemented company recruitment, selection, classification, training and development programs for new employees. Managed the recruitment, hiring, training and supervisory activities of 100 employees, encompassing all areas of purchasing, production, inventory control, warehousing, shipping, receiving, engineering, assembly, machining, facility and equipment maintenance.
- **Project management** – Managed 15 developmental and organizational restructuring projects to enhance capital investment funds. Responsibilities included reviewing, evaluating and streamlining customer base, contract audits, and employee turnover resulting in an overall cost reduction of \$250,000 and an increase in employee retention by 25%.
- **Production planning** – Developed and administered operations plans and budgets, prepared production forecasts and cost projections, and increased production from \$24 million to over \$36 million annually without additional staffing. Established and directed manufacturing cells, decreasing machining set up and processing time, while removing nonvalue-added steps and lead time from 12 to 4 weeks, creating an annual savings of \$500,000. Implemented new product lines to include prototype build, design changes and cost containment.
- **Materials management** – Established departmental strategic direction, including policies and procedures. Managed a staff of 63, including both direct and indirect professionals. Implemented MRP and demand management systems. Managed four facilities, operational subcontracts, logistics and the procurement of standard

materials. Directed a re-engineering team to redesign and process align leadership structure of a facility and trained six statistical process control self-directed work teams. Implemented and managed a materials control program, maintaining a better than 99% part count and inventory accuracy.

PROFESSIONAL WORK HISTORY

Westerly Corporation, Dallas, TX May 2001–present
Graphics operations manager

Overly Productions, Ltd., Dallas, TX May 1997–May 2001
Web content manager

MIS Experts, Inc., Dallas, TX March 1992–May 1997
Production coordinator

EDUCATION AND CERTIFICATIONS

BS, Computer Information Sciences Texas A&M University
Magna cum laude

TECHNICAL SKILLS AND SPECIAL TRAINING

- Software: Adobe Photoshop, Adobe Image Ready, Adobe Illustrator, Macromedia Dreamweaver, Microsoft FrontPage; Microsoft Office Suite
- Operating System: DOS, Windows2000
- Computer Languages: HTML, JavaScript
- Interactive management, 1996; Effective negotiating, 1998

Sample 4: Functional

- Led the development of monthly Athena revenue cycle reporting package and capabilities for an AMC to be used at the board level

Revenue cycle business operations

- Identified and realized an annual benefit of \$2m through improved eligibility for a national PE-owned physician practice
- Served as the program director for the revenue cycle business case implementation at a national integrated delivery system, resulting in standardization of processes across the region and implementation of technology to serve and bill out of network patients
 - Oversaw 3 portfolios made up of 12 projects across coverage and eligibility, revenue cycle integrity and patient financial services
 - Led a 70+ member team, including outside consultants, internal PMO, operational owners and IT leadership
- Implemented successful ICD-10 programs across two national health systems and one integrated AMC with no major issues at go-live
- Improved net income by \$25m+ via strategic pricing across many health systems

Finance and accounting redesign

- Led the road map development to reduce the close cycle from 14 to 7 days for a large multi-hospital integrated system
- Led the creation of standardized financial reporting for a newly established AMC to be used with the board and university leadership
- Led the financial rapid assessment of an AMC affiliate hospital, resulting in finance function improvements and integration with the system's shared services center

Finance, strategy and transformation

- Assisted an AMC with the purchase of an NCI-designated comprehensive cancer center and hospital and incorporated 19 physician practices into the school of medicine within 1 year, resulting in improved rankings to within top 20
 - Developed five-year projections for newly acquired hospitals
 - Assisted with the development of physician practice compensation plans and budgets redirecting services in house
- Served as the administrator for the departments of dermatology and otolaryngology at a large AMC. Created the clinical budget and assisted with the audit during the first year as an integrated physician practice
- Conducted several financial analyses for AMCs, community health systems and federally qualified health clinics, including funds flow analysis, demand analysis and strategic financial analysis
- Captured \$40m+ of Medicare bad debt reimbursement on the cost report for large AMCs and community hospitals nationally

ELITE PROGRAMS

- **Partner pipeline development program:** 1 of 270 selected across all service lines throughout North and South America to participate in a 17-month program
- **Women's partner pipeline development program:** 1 of 28 selected across the US and Canada to participate in a women's executive development program

EDUCATION

MBA

Kelley School of Business Indiana University

Concentration in Financial Analysis, emphasis in nonprofit management

BS in Business

Administration

Kelley School of Business Indiana University

Major in Accounting, minor in Mathematics

Sample 5: Combination

FIRST NAME LAST NAME

Street address | City, state ZIP
Phone no. | Email address | LinkedIn link

ACCOMPLISHED FORTUNE 500 CHIEF ETHICS AND COMPLIANCE OFFICER

- ❑ Trusted, versatile and innovative governance, risk, compliance, ethics and legal executive with significant experience advising C-suite leaders and boards of directors in a global enterprise in a wide array of sensitive, high-profile subject matter areas
 - ❑ Extensive background in designing, implementing, enhancing and leading world-class programs and favorably resolving regulatory crises for multinationals
 - ❑ Recognized for strategic, enterprise-wide, cost-conscious approach, internal/external relationship building, fit-for-purpose programs and de-risking of complex matters to achieve principled performance
 - ❑ Excels in the operationalizing compliance and re-engineering business processes to provide a competitive edge, improve client experiences, simplify transactions, optimize costs and accelerate business opportunities
 - ❑ Dynamic and engaged leader who creates diverse, high-performance teams; applies effective strategies; and inspires staff to perform to the best of their abilities
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CORE SKILLS & COMPETENCIES

- Anti-corruption/anti-bribery
 - Export/import compliance
 - Corporate investigations
 - Ethics and compliance
 - Government relations
 - Antitrust law
 - Anti-money laundering
 - Data protection and privacy
 - Security and facilities management
-

SELECTED CAREER ACHIEVEMENTS

- Managed ethics and compliance for a \$5b global Fortune 500 corporation, directing a business integrity and compliance function impacting 20,000 employees in over 55 countries with over 100 legal entities
 - Directed 30 professionals around the globe, as well as over 300 local, business-embedded export and import compliance coordinators, investigators and integrity champions committed to executing ethics and compliance programs. Built the team from the ground up and scaled staffing to meet the needs of the business
 - Skilled in driving down costs through reductions in headcount and the operating budget without jeopardizing effective compliance
 - Navigated complex landscapes of international legal and regulatory requirements, with a focus on minimizing overall enterprise risk and exposure. Credited with achieving favorable resolutions of DOJ, SEC, DOC and OFAC matters
-

PROFESSIONAL EXPERIENCE

XYZ CORPORATION, IRVING, TX

(2005 to 2018)

A demonstrated record of success and achievement at one of the largest suppliers of industrial equipment and services to the power, oil, gas, chemical and other industries, marked by a series of rapid promotions to positions of increased influence, authority and accountability. Advanced based on subject-matter expertise and strong insight into regulatory developments to anticipate challenges and roadblocks to build proactive, fit-for-purpose responses

2015 to 2018: chief ethics and compliance officer

Led vision, strategy and execution for all facets of ethics and compliance. Successfully navigated a complex landscape of international legal and regulatory requirements, with a focus on minimizing overall enterprise risk and exposure while enabling growth

- Served as the architect of a global ethics and compliance program recognized by the Department of Justice (DOJ), Securities and Exchange Commission (SEC), Department of Commerce (DOC), Office of Foreign Assets Control (OFAC) and other agencies
- Assembled a world-class global trade compliance team that identified and generated millions of dollars in annual, recurring savings that had direct, positive impact on financial statements

- Provided guidance and direction to senior leaders, the CEO, the audit committee, and the board of directors through regular informational sessions and program briefings
- Developed a compliance due diligence and integration program adopted as a leading practice for company acquisitions and divestitures; led the ethics and compliance integration for a \$370m acquisition with 1,700 employees operating in over 40 countries
- Championed a global ethical and cultural reset that improved open reporting and awareness of integrity and compliance issues, including early identification and resolution of compliance matters, resulting in corporate alignment around risk-based, principled performance.
- Coordinated and led multiple investigations involving different jurisdictions and agencies; led the response and favorable resolution of matters involving anti-corruption, export controls, economic sanctions and fraud, leveraging programs tailored to the company's risk environment and tolerances
 - Managed global anti-bribery investigations while resolving multiple DOJ/SEC matters in the company's favor, including the UN Oil-for-Food investigation and response to government subpoenas regarding anti-corruption matters
 - Credited with favorably resolving the then largest on record multijurisdictional, multi-agency commercial export and sanctions disclosure
- Served as chair of the ethics and compliance committee, chair of the corporate discipline committee, founding member of the diversity and inclusion committee, and member of multiple other company committees

2006 to 2015: multiple vice president roles in governance, risk, compliance and ethics

Promoted through multiple positions with executive accountability for the success of global trade, anti-bribery, strategic transactions, corporate investigations, ethics and other regulatory areas

2005 to 2006: senior attorney – global trade

Safeguarded the company's interests in multiple trade compliance matters, serving as a key legal and business advisor to stakeholders and executive leadership. Recruited to develop and manage the company's export compliance program, building the team from the ground up

Early career

Associate, Foreign Trade Compliance/International & Corporate/Securities, Strasburger & Price, Dallas, TX

- Cofounder and cochair of the foreign trade practice as an associate

Summer associate, International Group, Strasburger & Price, Dallas, TX

EDUCATION

UNIVERSITY OF XYZ SCHOOL OF BUSINESS
MBA, concentration in global business

UNIVERSITY
BA, XYZ

PROFESSIONAL DEVELOPMENT

- Certification in change management, 2018
- Chair, organizer and/or speaker at more than 75 national/international conferences
- Author of numerous published articles on international compliance

PROFESSIONAL AFFILIATIONS

Past president, association
 Ambassador, association
 Past fellow, fellowship

COMMUNITY LEADERSHIP

- Cofounder, XYZ
- Vice chair and steering committee member, ABC
- Past outreach chair/member, organization

Sample 6: Combination

First name Last name

City, state ZIP
Phone no.

Email address
LinkedIn link

Summary of experience

Successful, results-generating executive management professional with extensive experience directing teams, technical personnel and line management staffs in exceeding production and sales goals and objectives in areas to include extensive industry knowledge, practical experience in the production processes, profit and loss responsibility, managing pilot and production runs, employee relations, and communications.

Selected accomplishments

- **Operational systems management** – Directed and implemented changes to operation to streamline productivity while maximizing resource allocation. Analyzed organizational structure and resources by developing, coordinating, and implementing data selection and collection on personnel position and work audits. Overall analysis and implementation decreased production costs by 30% over a five-year period.
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materials. Directed a re-engineering team to redesign and process align leadership structure of a facility and trained six statistical process control self-directed work teams. Implemented and managed a materials control program maintaining a better than 99% part count and inventory accuracy.

Professional work experience

Westerly Corporation, Dallas, TX

May 2001–present

Graphics operations manager

Reported to the CEO for this privately held \$50 million graphic design organization. Responsible for department operations, directing a professional staff of 14 and an annual budget of \$750,000.

Overly Productions, Ltd., Dallas, TX

May 1997–May 2001

Web content manager

Reported to the VP, Operations for this privately held \$20 million web development organization. Responsible for web content department operations and staff leadership. Annual budget of \$450,000.

MIS Experts, Inc., Dallas, TX

March 1992–May 1997

Production coordinator

Leading member of the development team for this 10-person, \$1.2 million annual professional services corporation.

Education and certifications

BS, Computer Information Sciences

Magna cum laude

Texas A&M University

Technical skills and special training

- Software: Adobe Photoshop, Adobe Image Ready, Adobe Illustrator, Macromedia Dreamweaver, Microsoft FrontPage; Microsoft Office Suite
- Operating system: DOS, Windows2000
- Computer languages: HTML, JavaScript
- Interactive management, 1996; Effective negotiating, 1998