

PERSONAL

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NANCY GREENE

Goal-oriented and thorough internal auditor with 10+ years of experience at companies of various sizes. Experienced with budgets of up to \$2 billion and performing audits of government agencies. Seeking a position to strengthen the ranks at ABC Advisory with experience in waste prevention, auditor training, and a robust knowledge of tax regulations.



WORK EXPERIENCE

- Jul 2018 - Present** **Internal Auditor**
ABC Data, Newark, NJ
 - Work with coordinators and management to create detailed auditing plans on an annual basis.
 - Supervise a team of 10 auditors, including mentoring hires, conducting evaluations, and delegating tasks.
 - Manage successful fraud investigation efforts to save the company \$5 million in a potential lawsuit.
 - Collaborate with external auditors with full transparency and open communication.
- Feb 2013 - Jul 2018** **Junior Financial Auditor**
ZYX Firm, Newark, NJ
 - Conducted comprehensive interviews with senior management of client companies to gain an understanding of their businesses.
 - Tailored an innovative audit approach to ensure all risk areas are listed and identified.
 - Charted significant processes and tested and identified key internal controls.



EDUCATION AND QUALIFICATIONS

- 2019** **ISO 9001 Internal Auditor Certification**
- 2018** **Certified Internal Auditor**
- 2011** **Bachelor of Science in Accounting**
University of New Jersey, Trenton, NJ



SKILLS

- Time management** ★ ★ ★ ★ ★
- Attention to detail** ★ ★ ★ ★ ★
- Verbal communication** ★ ★ ★ ★ ★
- Tax regulation compliance** ★ ★ ★ ★ ★
- Risk management** ★ ★ ★ ★ ★
- Risk identification** ★ ★ ★ ★ ★