

Nari Mullins

Senior Internal Auditor

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STRENGTHS

- 🔍 **Control judgment**
Separated documentation gaps from true control weaknesses during policy reviews, giving leaders clearer decisions and stronger confidence.
- 🗣️ **Audit storytelling**
Turned testing results into practical reports and conversations. One clear explanation often moved corrective action forward.
- 📁 **Evidence discipline**
Built traceable workpapers linking samples, source records, and conclusions, helping reviewers follow each decision without guesswork.
- 🤝 **Constructive partnership**
Asked process owners thoughtful questions during difficult reviews, preserving trust and gaining better evidence for balanced findings.
- 👥 **Staff guidance**
Reviewed newer auditors' work and explained sampling, evidence, and issue development until peers sought advice on tough assignments.

SKILLS

Internal Auditing Operational Audits

Compliance Audits

Internal Controls

General Accounting Theory

Policy Analysis Risk Assessment

Audit Reporting AuditBoard

Automated Workpapers

Information Systems

Stakeholder Communication

Microsoft Excel Multi Site Auditing

IIA Professional Practices

SUMMARY

Senior internal audit professional with eight years of progressive internal and external auditing experience across higher education, public sector, and complex multi unit environments. Holds a Bachelor of Science in Accounting and Certified Internal Auditor certification, with strong command of **general accounting theory**, **internal control principles**, operational audits, compliance audits, and the **IIA International Professional Practices Framework**. Plans risk focused reviews, evaluates management controls, analyzes policy compliance, documents defensible conclusions in AuditBoard workpapers, and communicates practical findings with administrative and financial stakeholders. Experience includes decentralized operations, **information systems concepts**, custodial processes, and varied audit assignments. Guides developing auditors through evidence evaluation and issue development while building constructive relationships that support accountable administration, consistent controls, and institutional objectives.

EXPERIENCE

Senior Internal Auditor, Higher Education

Redwood Metropolitan University 📅 August 2023 - Present 📍 Sacramento, California

Lead operational and compliance audit work across academic and administrative functions, supporting risk based reviews, management control evaluation, **policy analysis**, information systems considerations, and practical corrective action. Review developing auditor workpapers and provide direction that strengthens evidence quality, issue development, and alignment with professional practices.

- Scoped **AuditBoard** reviews around risk, policy, process, and control considerations across university functions.
- Tested financial, administrative, and custodial controls through interviews, transaction tracing, evidence review, and sampling.
- Compared institutional policies with local practice, separating documentation gaps from control weaknesses and management questions.
- Translated technical observations into concise reports and practical **corrective actions** for department leaders.
- Reviewed newer auditor workpapers, strengthening evidence sufficiency, sampling rationale, and IIA practice alignment.
- Documented system dependencies, access considerations, data flows, and manual controls during technology enabled process audits.

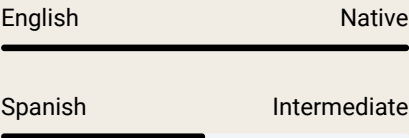
Internal Auditor II, Public Sector

Civic Education Services Authority 📅 March 2021 - July 2023 📍 Oakland, California

Performed varied internal audits across distributed public service offices, examining procurement, accounting, asset stewardship, compliance, and administrative controls. Built audit programs, assessed policy adherence, resolved conflicting evidence, and communicated balanced conclusions that supported corrective action and **constructive working relationships**.

- Built risk based audit programs for procurement, accounting, asset stewardship, and compliance processes.
- Documented walkthroughs, testing procedures, evidence, and conclusions in **automated workpapers** for supervisory review.
- Compared operating practices with approved policies and **management direction**, escalating material inconsistencies with clear evidence.
- Interviewed finance, operations, and program staff to confirm process ownership and resolve conflicting documentation.
- Applied **accounting** theory during **transaction testing**, reconciliations, authorization reviews, and custodial record evaluations.
- Presented written and verbal observations that helped managers define corrective steps and maintain productive relationships.

LANGUAGES



MY CAREER



- Senior Internal Auditor, Higher Education at Redwood Metropolitan University (3.2 Years)
- Internal Auditor II, Public Sector at Civic Education Services Authority (2.3 Years)
- Senior Audit Associate, External Audit at Pacific Assurance & Advisory LLP (1.6 Years)
- Audit Associate, Public Accounting at Westbridge Accountancy Group (1 Years)

Senior Audit Associate, External Audit

Pacific Assurance & Advisory LLP 📅 July 2019 - February 2021 📍 San Jose, California

Executed external audit and advisory procedures for education and nonprofit clients, assessing accounting cycles, **governance practices**, internal controls, and compliance obligations. Organized traceable workpapers, analyzed system extracts, coordinated evidence requests, and guided junior associates through consistent testing and documentation.

- Executed audit procedures for education and nonprofit clients across accounting cycles and compliance obligations.
- Evaluated revenue, expenditure, payroll, cash, and capital asset controls, identifying exceptions for additional testing.
- Organized workpapers linking samples, evidence, test results, conclusions, and applicable audit objectives.
- Reconciled unusual financial and operational items using spreadsheets and client system extracts before final documentation.
- Coordinated evidence requests with **accounting** and administrative teams, keeping concurrent fieldwork moving.
- Guided junior associates through testing procedures and documentation expectations during concurrent client engagements.

Audit Associate, Public Accounting

Westbridge Accountancy Group 📅 June 2018 - June 2019 📍 Fresno, California

Supported financial and compliance audit engagements under senior reviewer direction, building practical expertise in transaction testing, reconciliations, walkthroughs, audit evidence, and control documentation. Used spreadsheets to analyze populations, prepared traceable workpapers, and developed dependable client relationships during fieldwork.

- Performed **transaction testing**, account **reconciliations**, walkthroughs, and control inquiries under senior reviewer direction.
- Documented approval, reconciliation, and safeguarding controls for assigned business processes during fieldwork.
- Linked samples, source evidence, test results, and conclusions in organized workpapers for efficient review.
- Analyzed account populations with spreadsheets and resolved data questions before completing testing documentation.
- Requested records professionally and clarified process steps, building dependable client relationships during on site fieldwork.
- Applied review feedback on subsequent assignments, strengthening **audit evidence** and professional documentation skills.

PROJECTS

University Control Review Program 📅 2025

Created a repeatable review approach for decentralized university functions, connecting policy analysis, control testing, evidence standards, and management reporting across varied administrative processes.

Automated Workpaper Quality Initiative 📅 2023

Improved workpaper consistency through clearer evidence expectations, issue development guidance, and review practices supporting efficient supervisory evaluation and defensible conclusions.

LEADERSHIP & AWARDS

- Certified Internal Auditor recognition, earned 2022 after completing professional examination requirements.
- Audit Education Volunteer, IIA Sacramento Chapter, supporting practitioner learning since 2024.
- Internal Audit Peer Mentoring Program Mentor, guiding developing auditors since 2023.

EDUCATION

Bachelor's Degree in Accounting

California State University, Fresno 🎓 GPA: 0 📅 2018 📍 Fresno, California

Coursework: General accounting theory, auditing principles, internal controls, financial reporting

CERTIFICATIONS

- Certified Internal Auditor 📅 2022
- California Ethics Training for Public Officials 📅 2025

TECHNICAL SKILLS

- **Audit Methodology:** Internal auditing, operational audits, compliance audits
- **Control Frameworks:** Internal control principles, management controls, control objectives
- **Accounting Practice:** General accounting theory, transaction testing, reconciliations
- **Professional Standards:** IIA International Professional Practices Framework, audit evidence, professional documentation
- **Audit Software:** AuditBoard, automated workpapers, engagement records
- **Data Analysis:** Microsoft Excel, account populations, system extracts
- **Information Systems:** Information systems concepts, system dependencies, data flows
- **Policy Review:** Policy analysis, procedure evaluation, management direction
- **Audit Reporting:** Audit reports, written conclusions, verbal presentations
- **Public Administration:** Administrative practices, institutional objectives, custodial processes
- **Risk Management:** Risk assessment, audit scoping, control risk
- **Staff Development:** Workpaper review, auditor instruction, peer mentoring

PROFESSIONAL AFFILIATIONS

- IIA Sacramento Chapter, Audit Education Volunteer, 2024 to Present.
- Internal Audit Peer Mentoring Program, Mentor, 2023 to Present.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST