(773) 555-8780

josephine.carter@email.com

Chicago, IL

EDUCATION

Bachelor of Science in Finance

DePaul University – Chicago, IL | 2015

Certifications

- Certified in Risk and Information Systems Control (CRISC) – 2021
- Internal Auditor Certificate – Institute of Internal Auditors – 2020

Additional Information

- Proficient in French
- Guest speaker at 2025 Midwest Compliance Roundtable

SKILLS

- Internal audit procedures
- Risk/control mapping
- COSO, COBIT frameworks
- Audit documentation
- Business continuity planning
- Operational risk reporting
- SAP GRC module
- Excel pivot tables
- Interpersonal collaboration
- Strategic analysis

JOSEPHINE CARTER

INTERNAL GRC ANALYST

PROFESSIONAL SUMMARY

Internal GRC Analyst with experience supporting governance initiatives, evaluating operational risk, and conducting internal audits in regulated environments. Proven ability to manage control libraries and enhance risk reporting systems.

EXPERIENCE

2020 - Now

Internal GRC Analyst

Exelon Corporation / Chicago, IL

- Perform detailed operational audits and process reviews across departments, identifying gaps in internal controls and recommending control enhancements.
- Coordinate annual control self-assessment efforts for 10+ departments-, synthesizing findings into executive reports and tracking remediation status.
- Develop and maintain audit trail documentation in SAP GRC, enabling seamless handoffs to external auditors and improving transparency.
- Design dashboard-based reporting for senior leaders, offering real-time insight into compliance status, policy exceptions, and overdue issues.

2016 - 2020

Risk Analyst Intern ☐ Risk Associate

Morningstar, Inc. / Chicago, IL

- Promoted from intern to full-time due to contributions to streamlining the policy review and audit follow-up process across several internal teams.
- Partnered with compliance managers to monitor evolving regulatory obligations and adjust internal frameworks to meet changing requirements.
- Established a central policy exception repository and implemented a review cycle that increased closure rates for outstanding risk items by 35%.
- Facilitated onboarding for new analysts by creating SOPs and training guides for audit software and documentation procedures.