

**SUSAN BLAKE**  
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SUSAN.BLAKE@MOORE.SC.EDU

**EDUCATION**

MOORE SCHOOL OF BUSINESS, University of South Carolina  
**Master of Accountancy** Columbia, SC  
05/2013

MOORE SCHOOL OF BUSINESS, University of South Carolina  
**Bachelor of Science, Accounting** Columbia, SC  
05/2012

**TEACHING AND PROFESSIONAL EXPERIENCE**

UNIVERSITY OF SOUTH CAROLINA  
**Lecturer, Accounting** Columbia, SC  
8/ 2018- Present

- ACCT 225- Introduction to Financial Accounting
- ACCT 226 Honors- Introduction to Managerial Accounting

CENTRAL PIEDMONT COMMUNITY COLLEGE  
**Adjunct Accounting Instructor** Charlotte, NC  
1/2018-7/2018

- ACC 120- Introduction to Financial Accounting
- ACC 220- Intermediate Financial Accounting

BANK OF AMERICA  
**Vice President; Business Support Manager** Charlotte, NC  
1/2016- 7/2017

- Served as Secretary of the Regulation W Governance Committee comprised of senior management.
- Trained senior management on responsibilities related to Regulation W Governance.
- Built a quality assurance reconciliation process to ensure gaps were identified and remediated in a timely manner.
- Assessed new products for Regulation W implications to detect potential Regulation W issues; issues were often tracked for several months and required continuous monitoring.
- Issued Regulation W guidance on inquiries submitted to the Regulation W Transaction Review and Escalation mailbox.
- Lead daily meetings used to determine Regulation W implications related to inquiries posed from users across all lines of business.
- Assisted in the Federal Reserve Regulation W exam to close nine issues identified in 2012.

BANK OF AMERICA  
**Assistance Vice President; Senior Financial Analyst** Charlotte, NC  
2/2015-1/2016

- Developed test scripts and tested functionality related to the Regulation W Reporting database project to ensure that enhancements were properly vetted and would not interfere with the accuracy of Regulatory reporting.
- Lead on-boarding calls for new transactions to develop an understanding of each new transaction for reporting purposes.
- Assisted in the closure of an action plan related to appropriately converting foreign currency overdrafts to US dollars to remedy an issue with inaccurate reporting.
- Developed a quarterly review process to verify that submissions to the database were accurate prior to the submission of a regulatory form.
- Trained new data providers on reporting requirements for Regulation W and the Regulation W database.

DIXON HUGHES GOODMAN  
**Audit Associate/Consultant** Charlotte, NC  
10/2013 – 2/2015

- Supported a Regulation W intake tracking process, ensuring that all documentation was collected and stored in a centralized location for recall purposes.
- Obtained data provider procedures for approximately 200 active transactions in the Regulation W database to complete a milestone related to a Matter Requiring Attention issued by the Federal Reserve.
- Focused on audits of clients in the manufacturing, service and financial industries.
- Completed substantive testing in most audit areas to develop a well-rounded testing background.
- Assisted in audits with complex accounting issues such as foreign operations, acquisitions and discontinued operations.
- Participated in internal audit engagements focused on the Bank Secrecy Act and Anti-Money Laundering Act of public financial institutions with total asset size ranging from \$700 million to over \$3 billion.

**IT Skills**

Microsoft Word, PowerPoint, Excel, Peachtree Pro Accounting, SharePoint, TOAD and Discovery