

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Accomplished business consultant with deadline adherence and financial software experience. Seeking a role as a team manager at a company that needs to maximize workflow efficiency to lower costs.

Experience

Self-Employed Independent Consultant - Company / Location

MONTH 2018 - Present

- Develops and maintains complex Microsoft Access databases for five local businesses.
- Creates an online training program for the new financial software City Nonprofit adopted, ensuring 100% employee compliance within three months of rollout.
- Analyzes City Nonprofit's client relationship management (CRM) program to weed out inactive donors and increase quarterly donations by 15%.
- Completes data analysis and troubleshooting for City Bank, resulting in 25% less downtime from bank tellers due to financial software glitches and lags.
- Designs quarterly reports and financial presentations for City Community Center to show how they spent their grant money from the federal government.

Business Manager - Elderly Community Center Nonprofit / Location

MONTH 2010 – MONTH 2018

- Lowered operating costs by 25% each quarter by using existing materials and decreasing supply orders to the necessities.
- Researched tracking software options to find an updated program that would decrease the loss of time as one shift clocked out and the next signed in.
- Trained caregivers on the new tracking software to ensure client data was confidential and protected by HIPAA.
- Compiled financial reports to show how membership dues benefited each client, resulting in a \$10,000 annual increase in stakeholder donations.
- Analyzed annual reports from each department to ensure complete compliance with state regulations, finding inconsistencies and problem-solving to ensure the entire organization was on board and striving toward the same goal.

Project Experience

- Led a team of consultants in a business process optimization project for a global retail chain with operations in multiple countries and a diverse product portfolio.
- Provided business consulting services to a technology startup seeking to enter a new market and expand its customer base.

Education

Master's of Accounting - University of Pennsylvania

MONTH 2015

- GPA: LIST
- AWARD
- AWARD

Bachelor's of Finance - University of North Carolina

MONTH 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Administration
- Communication
- Finance
- Marketing
- Time management

Licenses & Accreditations

Licenses & Accreditations

- Business Process Reengineering Certificate, 2013
- Data Analysis and Reporting Certificate, 2011