

NAME

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

Profile

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Experience

Financial Controller - Tech Company/ Location

MONTH YEAR - Present

- Recouped vendor overpayments by \$1M and lowered costs to third-party suppliers
- Decreased the repayment system turnaround time from five days to two days
- Processed over 500 financial transactions monthly, company-wide
- Introduced an online claim system and trained employees on proper record-keeping
- Started a mentoring program for junior finance employees to increase internal promotions by 37%

Financial Controller - Newspaper Business/ Location

MONTH YEAR – MONTH YEAR

- Helped the industry transition to a paperless accounting system
- Digitized over ten years of back documents to accurately create financial graphs
- Reduced inventory expenses by 25% annually, increasing profits by \$1.3M
- Managed a team of five analysts, including scheduling shifts and delegating work
- Streamlined the work processes to improve efficiency by 40%

Project Experience

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Education

Master of Business Administration - Harvard University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor's Degree in Financial Reporting - State University

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Account management
- Budget and cost accounting
- Cash flow management
- Financial accounting
- Internal and external audits

Licenses & Accreditations

Licenses Licenses & Accreditations

- Chartered Financial Consultant (ChFC) from the American College of Financial Services
- Certified Fund Specialist (CFS) from the Institute of Business and Finance