

NAME

TITLE

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

Profile

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Experience

Finance Director - Book Publisher/ Location

MONTH YEAR - Present

- Transitioned to a paperless accounting system that reduced printing costs by 80%
- Introduced a new repayment system that decreased human error, saving the company over \$1M in three years
- Revamped the budget to increase revenue by 60% after three quarters of the financial year
- Created a training program that allowed mid-level finance employees to learn the advanced accounting software
- Led internal audits to reduce auditing fees by 50% annually

Vice President of Finance - Software Company/ Location

MONTH YEAR – MONTH YEAR

- Managed payroll for over 2,000 employees worldwide
- Launched an online expense tracking program that cut expenses by \$50M in five years
- Digitized all financial documents to increase access and accountability
- Supervised a team of ten mid-level finance employees
- Streamlined the accounts payable process to reduce error and improve efficiency by 25%

Project Experience

- Established intern program for Community College and processed applications each semester

Education

Master of Science in Finance - State University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor’s Degree in Investment Strategy - State University

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Attention to detail
- Budgeting and forecasting
- Communication and negotiation
- Project management
- Teamwork skills

Licenses & Accreditations

Licenses Licenses & Accreditations

- Chartered Alternative Investment Analyst (CAIA) from the CAIA Association
- Chartered Market Technician (CMT) from the CMT Association