

NAME

TITLE

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

Profile

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Experience

Fund Accounting Manager - City Investments / Location

MONTH YEAR - Present

- Oversaw a team of five fund accountants, improving their accounting efficiency by 25%
- Researched new accounting software options and presented choices to stakeholders before helping implement the choice, including training all users
- Cut costs across the board by 40%, increasing revenue without bringing on additional expenses
- Compiled and presented quarterly financial reports to ensure all employees understood the organization’s standings
- Trained 12 new hires in general accountancy processes for the company

Account Services Manager - City Financial / Location

MONTH YEAR – MONTH YEAR

- Managed 50 distinct accounts with \$1 million in annual revenue
- Presented financial reports to stakeholders to get input regarding budgeting and planning
- Cut overspending by 35% annually
- Brought in 20 new accounts
- Trained 30 new hires in the accounting department

Project Experience

- Lead quarterly financial planning workshops at the public library and local high school
- Serve as a consultant to help organizations transition to a new accounting software

Education

Master of Business Administration - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor of Science in Accounting - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Accounts payable
- Cost reduction
- Financial reporting
- Risk mitigation
- Technical accounting

Licenses & Accreditations

Licenses & Accreditations

- Certified Internal Auditor (CIA) from the [Institute of Internal Auditors](#) (IIA)
- Certified Management Accountant (CMA) from the American Institute of Certified Public Accountants (AICPA)
- Chartered Global Management Accountant (CGMA) from the American Institute of Certified Public Accountants (AICPA)