

NAME

TITLE

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

Profile

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Experience

Finance Manager - Unity Financial/ Location

MONTH YEAR - Present

- Produced monthly financial reports to facilitate quality investments
- Provided strategic plans and operational decisions for management
- Streamlined vendor setup and payment into an automated online program
- Decreased inventory expenses by 15% annually by reviewing areas with lost profit
- Managed operational expenses and account reconciliations for human resources

Finance Specialist - First City Bank/ Location

MONTH YEAR – MONTH YEAR

- Prepared monthly statements for the branch's investment department
- Served as a customer service liaison to streamline the loan application process
- Increased monthly interest income by 7% with account management software
- Audited, balanced, and reconciled payroll for over 20 employees
- Delivered quarterly financial updates to management

Project Experience

- Oversaw three students in the academic intern program at Unity Financial

Education

Bachelor of Science in Finance - State University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Associate Degree in Finance - Community College

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Budget management
- Business development expertise
- Financial analysis
- KPI management
- Risk assessment

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Financial Planner (CFP) from the Financial Management Association (FMA)
- Certified Management Accountant (CMA) from the Institute of Management Accountants (IMA)