

# FINANCE RESUME SAMPLE

by Resume Genius

## RESUME SUMMARY

Finance professional with 7+ years of experience in accounting, financial management, financial reporting, and internal control. Proven track record in optimizing cash flow, reducing costs, driving efficiency, and integrity in finances by analyzing and resolving complex accounting, reporting, and regulatory issues.

## EDUCATION

2015

**UCLA, Los Angeles, CA**

B.S. in Accounting

**Honors:** *cum laude* (GPA: 3.9/4.0)

## KEY SKILLS

Financial reporting

Full-cycle accounting

SAP ERP

QuickBooks

Cash flow optimization

SAGE 100

## AWARDS

2019

**Best Newcomer**

Bechtel Group Inc.

## CONTACT

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## PROFESSIONAL EXPERIENCE

**March 2019–Present**

Controller

**Bechtel Group Inc., San Francisco, CA**

- Spearhead the overall finance function of the company with over \$100 million in revenue and 150+ employees
- Oversee the preparation of financial statements, activity reports, cash flow, and other financial reports, ensuring compliance with regulatory standards
- Protect company assets and enhance financial resources by providing financial direction in structuring accounting policies and procedures

**April 2015–February 2019**

Accountant

**Fluor, Irvine, CA**

- Managed accounts receivable and payable for a company with monthly revenue of up to \$25,000
- Implemented new processes to streamline accounting procedures, saving on average 10 hours per month
- Saved the company \$47k in operational costs by identifying a major discrepancy in monthly cash flow
- Developed complex financial models using spreadsheet software programs such as Microsoft Excel
- Performed bank reconciliations, conducted audit analysis, prepared trial balances, and closed books at the end of the month