

Athena Class

Finance and Administration Manager

Profile

A results-driven Finance and Administration Manager with 5 years of experience in streamlining financial operations, optimizing budgets, and enhancing administrative processes. Proficient in financial analysis, forecasting, and strategic planning, with a proven track record of leading cross-functional teams to achieve organizational goals. Adept at implementing cost-saving initiatives and improving operational efficiency, while ensuring compliance with regulatory standards.

Employment History

Finance and Administration Manager at First Horizon Bank, MS

Mar 2023 - Present

- Successfully managed a \$50 million budget, resulting in a 15% reduction in operating expenses and a 10% increase in net income for First Horizon Bank, MS in 2019.
- Implemented a new financial reporting system that improved the accuracy and efficiency of financial data analysis, leading to a 20% reduction in time spent on monthly reporting tasks.
- Streamlined the accounts payable and receivable processes, which led to a 25% decrease in overdue payments and a 30% improvement in cash flow management.
- Oversaw the successful integration of financial systems following the acquisition of a smaller bank, ensuring a seamless transition with no disruption to daily operations or customer service.

Assistant Finance and Administration Manager at Southern Bancorp, MS

Sep 2018 - Feb 2023

- Successfully managed a \$5 million budget for Southern Bancorp, MS operations, resulting in a 10% reduction in operating expenses and a 15% increase in net income over two years.
- Streamlined financial reporting processes, reducing the time spent on monthly and quarterly reports by 30%, improving accuracy, and enabling timely decision-making for senior management.
- Implemented a new accounts payable system, leading to a 20% reduction in invoice processing time and a 25% decrease in late payment penalties, saving the company \$50,000 annually.

Education

Master of Business Administration in Finance and Administration at University of Mississippi, Oxford, MS

Sep 2013 - May 2018

Relevant Coursework: Financial Management, Corporate Finance, Investment Analysis, Financial Markets, Managerial Accounting, Strategic Management, Operations Management, Marketing Strategy, and Business Analytics.

Certificates

Chartered Financial Analyst (CFA)

Jan 2022

Details

athena.class@gmail.com

(543) 989-6822

123 Magnolia Street, Jackson, MS 39201

Links

[linkedin.com/in/athenaaclass](https://www.linkedin.com/in/athenaaclass)

Skills

Budgeting

Forecasting

QuickBooks

SAP

Compliance

Risk Management

Payroll

Languages

English

Japanese

Hobbies

Investing in stocks and bonds

Reading financial literature and news

Practicing mindfulness and meditation for stress management