

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Highly analytical, performance-focused, and growth-driven professional, offering 5 years of experience in all facets of financial analysis; with strong analytical skills backed by a solid background in advanced accounting operations. Skilled at carrying out financial duties such as auditing and evaluating complex financial records in alignment with accounting guidelines. Conscientious and well-organized, equipped with a keen focus on detail and accuracy in researching and generating financial information for clear and concise presentation to clients and management. Effective at communicating and working collaboratively with cross-functional teams and leadership in attaining company goals and objectives. Keynoted as an effective leader; able to lead and supervise personnel toward organizational efficiency and development. Highly capable of accomplishing multiple tasks in a timely manner without compromise on work and results. Armed with exceptional written and verbal communication and interpersonal aptitudes in cultivating positive relationships with key stakeholders, clients, and various professionals from all levels and backgrounds.

SKILLS

- General Ledger Accounting Expertise
- Journal Entries and Month Closing Processes
- Budgeting & Budget Analysis
- Financial Data and Report Reconciliation
- Financial Data and Research
- Financial Management and Reporting
- Financial Modeling and Forecasting
- Financial Planning and Analysis (FP&A)
- Key Performance Indicators (KPI), and Trends Analysis
- Statistical Modelling and Analysis

WORK HISTORY

Accountant, 11/2017 - Current

Animal Health International, Inc. – Waukesha, WI

- Create budgets and forecasts for the management groups to meet regular accounting deadlines.
- Manage entire accounting cycle, including gathering information, preparing documents, finalizing reports, and closing books for regulatory reporting, and meeting GAAP requirements.
- Improve the efficiency of operations, including data collection, analysis, and modeling, to enhance practices and increase customer retention.
- Evaluate and improve accuracy and completeness of financial records.
- Assist in providing peer-reviewed reports for management review on the audited trail for financial reporting and auditing.
- Collect data and developed detailed spreadsheets to identify trends and create revenue, profitability, and expense forecasts.
- Develop forecasting tools to analyze revenue variance, business pipeline, and industry trends.
- Analyze risk factors for capital investment projects and the mitigation steps needed to reduce risk.

Project Manager, 02/2016 - 03/2017

Amdocs – Alpharetta, GA

- Managed consolidation of financial data from various stores for Corporate Finance Department's collection to boost and optimize company efficiency.
- Established long-term business strategy by forecasting budget and financial data through modeling using Microsoft Office Excel.
- Identified plans and resources required to meet project goals and objectives.

General/Finance Manager, 09/2010 - 01/2016

MKSP LLC – City, STATE

- Handled financial planning process including the gathering of data and creation of detailed spreadsheets to effectively determine trends; and formulate revenue, profitability, and expense forecasts.
- Analyzed financial statements against forecasts to prepare high-level variance analysis.
- Maintained strong internal financial controls for stakeholder review.
- Used Quickbooks to prepare monthly reconciliation of bank accounts and take corrective actions on deviations.
- Prepared capital expenditure budgets worth over \$750,000 to effectively manage infrastructure investment and long-term operations.
- Drafted technical information and documentation for team members and stakeholders to follow and implement for growth and standard operating procedure.

Notable Accomplishments:

- Succeeded in attaining year-over-year (YOY) business growth while efficiently overseeing the operations, providing strategic vision, and executing long-term planning through financial data and models.
- Applied retail sales management and trend analysis expertise in competitively obtaining \$500K in revenue and business performance within the first year and \$1.5M in the second year with 32% gross profit.

EDUCATION

Master of Science: Management, Financial Management, 08/2022

University of Maryland Global Campus - Adelphi, MD

Bachelor of Science: Business Administration and Management, 10/2019

University of Maryland Global Campus - Adelphi, MD