

# Gloria Wintheiser

760 Wilton Bridge, Houston, TX ♦ Phone: +1 (555) 375 4093

---

## EXPERIENCE

### SENIOR FINANCE PROFESSIONAL

#### **Detroit, MI**

04/2016 – present

- Providing information to Global Business services Management to ensure a successfully performance as a GBS Organization
- Providing information to Global Business Services Management to ensure a successfully performance as a Global Business Services Organization
- Leads, manages and evaluates the Finance department in establishment of annual objectives
- Providing information to Tax & Treasury Department as necessary
- Performing end of the month accounting Procedures
- Reviewing financial, managerial, and operating information for accuracy and timeliness for a specified area
- Ensure year activities are performed on time without errors

### BUSINESS EXPENSE FINANCE PROFESSIONAL

#### **Los Angeles, CA**

05/2011 – 03/2016

- Develop and maintain training materials and work instructions for global BE processes
- Initiate process improvements, standardization and automation in the business expense area
- Ensure all process controls (SOX, etc) are executed and documented accordingly. Support the Team Lead in audit reviews
- Perform audits of data upon entry and business claims
- Provide relevant feedback to requester after request has been completed or rejected
- Process business expenses in a timely manner based on compliant and completed request forms
- Receive and review business expense related requests, forms, inquiries and questions

### FINANCE PROFESSIONAL

#### **Phoenix, AZ**

12/2005 – 11/2010

- To provide support and consulting to Marketing and Customer Development users
- To propose ideas to improve the current procedures without lose control (continuous improvement)
- Perform research, analyze data, make determinations, and document results/findings to support conclusions; identify and escalate potential issues
- Understand key business unit operating metrics/drivers and measure performance to established metrics
- Execute activities related to continuous improvement projects or special information requests
- Analyze current and past financial data and performance
- May assist in interpreting and applying corporate or division level policy and accounting theory

## EDUCATION

### ASHFORD UNIVERSITY

#### **Bachelor's Degree in Finance**

## SKILLS

- Knowledgeable with Oracle Accounts Receivable applications or similar applications
- Strong, demonstrable, commercial acumen
- Effective time and workload management – demonstrable ability to plan, prioritise and deliver
- Some previous finance experience highly desirable
- Strong Excel and data manipulation skills
- Works primarily under supervision, but prioritises work stack and adapts to changing priorities. Responsible for personal output with autonomy to plan and execute own work. Specialist roles will work with high level of authority only seeking appropriate support where necessary
- Able to carry out tasks effectively, and suggest alternatives to problems/issues before escalation. Decision making mainly according to established solutions but handles new challenges and looks to make improvements to existing processes
- Excellent verbal and written communication skills
- Relevant work experience would be desirable
- Good spreadsheet modelling and analysis skills