

# JESSICA CLAIRE

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## Summary

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## Highlights

Microsoft Navision, JD Edwards (Oracle), QuickBooks Pro, and the Federal Financial Integrated System (FFIS). Proven ability to quickly learn new systems. Advanced reporting software skills using Microsoft Excel, Crystal Reports, Jet Reports, Jet Enterprise, Business Objects, Hyperion, Brio, and Spread Sheet Server. Responsibilities have included providing technical support and training to employees and supervisors. Excellent written and verbal communication skills. Significant experience using Presentation programs to develop training materials and public outreach tools. Software programs used for reports and presentations include Microsoft Publisher, PowerPoint, and Word.

## Accomplishments

### Experience

#### FINANCIAL ANALYST, 06/2011 to Current

Bartell Drugs – Arlington, WA

- Reports and Financial Modeling Improved the documentation and data entry process to include the information and metrics specific to projects to provide more useful information on project development benefits and costs.
- Designed network reports that are more understandable and accessible to non-finance managers.
- Provide financial analysis and forecast scenarios, to support business decisions or legislative proposals.
- Report and assess values, cash flows, and earnings on investments, projects, and loans.
- Coordinated the accounting, project, and procurement teams to implement project planning and performance input into database system.
- The new process has improved project cost tracking and enabled me to build better status and forecast reports.
- Budget Planning and Execution Work with Management team to compile needs and write narratives for annual budget.
- Manage expenditures to not exceed funds authorized, and processes to find opportunities to streamline.
- For example, recently provided training and assistance to payroll technicians on MS Excel tools like Pivot tables to save 8 hours of work time.
- Analyze costs to determine annual internal cost allocation percentages.
- Funds Management Review procurement requests for correct coding, funds availability, and authorization for fund source.
- Reporting on cash and loan portfolio (over \$400 million) and populating 20 year cash forecast model to support bond covenant compliance and payment of the annual dividend to the State of Alaska (5 yr).
- average dividend is \$20.
- Strategic Planning and Performance Measurement Led effort to assess progress and achieve objectives.
- Developed more meaningful and measurable metrics, and built better performance reports with more informative graphics.
- Other strategic activities include efforts to serving on committee to increase employee engagement, support healthy lifestyles, plan social events and training.

#### TREASURY ACCOUNTANT / BUDGET ANALYST, 08/2008 to 06/2011

Yale University – New Haven, CT

- Cash flow management, forecasting, and tracking Perform treasury functions including cash, pension, and debt management, and related balance sheet accounting entries and audit information.
- Simplified process by developing automated Financial Statement models for the Balance Sheet, Income Statement, and Statement of Cash Flows.
- Prepare quarterly loan compliance reports and make recommendations to Executive Management on liquidity needs and cash to debt covenants.
- Direct internal control processes for cash functions and identify and correct deficiencies.
- Streamlined data upload and download processes for EFT/ACH, Check payments, and collection remittance between MTA accounting system and the Bank.
- Both the rate of errors and processing times were virtually cut in half.
- Insurance, Licensing, Tax and Audit Functions Oversight, tracking, and processing of sensitive and confidential information including Pension, 401K, Long Term Debt, and other regulatory revenues and expenses.
- Coordination and data compilation for audits of Workers Compensation, General Liability, 401K, Pension, and the year-end general ledger audit.
- Interpret and apply regulations to complete numerous tax filings including: IRS, State of Alaska, NECA, RCA, AUSF, & AECA.
- Budget Analysis duties Formulation and execution of annual budget and financial reporting for non-profit cooperative with annual payroll in excess of \$30 million, Plant in Service >\$300 million, with 40+ individual budget holders, and both regulated (USC Part 32) and non-regulated account coding.
- Conduct forecast and cost benefit analysis of current and proposed operational plans.

#### BUDGET ANALYST / Management Control Officer, 07/2005 to 07/2008

USDA Rural Development Agency – City, STATE

- Responsible to provide guidance to decision makers on authorized funds usage, cost-benefit analysis, and interpretation of financial results.
- Oversight of grants and federal allocations for program delivery, administrative operations, and payroll.
- Conducted operations audit and created new internal control system to correct deficiencies identified.
- New system includes tracking process and coordinates funds verification into the procurement process.
- Management control functions include coordinating program reviews, findings, and creation of corrective action plans.
- Also included oversight of hotline, whistleblower complaints, and Freedom of Information Act requests.
- Worked closely with the Office of General Council and Office of Inspector General.
- Collateral duties include serving as the primary Information Security point of contact, Training Coordinator, and Federal Women's Program Special Emphasis Program Manager.

#### AGRICULTURAL SPECIALIST / PROGRAM TECHNICIAN, 07/2002 to 07/2005

USDA Farm Service Agency – City, STATE

- Review and process Farm loan program applications for eligibility, feasibility, and repayment ability.
- Delinquent loan servicing and foreclosure actions including offset of borrower income to repay delinquent government debt.
- Use USDA system software to process program purchases, obligate and liquidate fund transfers, access system reports.
- Collateral duties include Communication Coordinator, Outreach Coordinator, and Special Emphasis Program Manager.
- Write State notices, directives, and procedure for the State office and the Farm Loan Program.

- Major projects include preparation of the State Outreach plan and the Alaska Dairy Industry report.

#### DISTRICT OFFICE MANAGER, 03/2000 to 07/2002

Palmer Soil & Water Conservation District – City, STATE

- Built Account structure and chart of accounts, and designed accounting system using QuickBooks Pro software.
- Administrator on numerous DOD Contract projects in excess of \$30 million annually.
- Managed federal, state, and investment funds to support program delivery.
- Performed outreach efforts using a variety of mediums from organizing public meetings to designing and distributing newsletters.
- Worked with diverse community groups and agencies to establish agreements, and working partnerships.

#### TEACHING ASSISTANT, 09/1996 to 12/1998

University Of Alaska Fairbanks – City, STATE

- Worked as teaching assistant for Economics 101 class and Lead Instructor for Accounting Information Systems class.
- Responsible for lectures, class curriculum, evaluative standards, and maintenance of class records.
- Responsible to ensure that lectures and assignments met class needs and were tailored to address student requirements.
- Received very high rankings on student evaluation surveys.

## Education

#### MASTER OF SCIENCE (MS): Natural Resource and Applied Economics, 1 1999

University of Alaska

Natural Resource and Applied Economics

#### BACHELOR OF ARTS (BA): Economics, 1 1991

University of California - Santa Barbara

Economics

## Work History

### School of Management / Department of Economics

## Skills

Accounting, Accounting systems, administrative, streamline, balance sheet, benefits, Brio, Budget Analysis, Budget Planning, budget, Business Objects, Cash flow, Council, Crystal Reports, data entry, database, delivery, designing, documentation, Economics, Executive Management, finance, Financial, financial analysis, Financial Modeling, financial reporting, forecasting, Funds, general ledger, government, grants, graphics, Hyperion, Information Security, Information Systems, Instructor, Insurance, interpretation, investments, JD Edwards, meetings, access, Microsoft Excel, MS Excel, Office, PowerPoint, Microsoft Publisher, Word, Navision, Enterprise, network, newsletters, Oracle, organizing, payroll, presentations, processes, procurement, profit, coding, progress, project development, project planning, proposals, QuickBooks Pro, reporting, Spread Sheet, strategic, Strategic Planning, tables, Tax, teaching, technical support and training, training materials, treasury, verbal communication skills, Excellent written, year-end