

# FIRST LAST

## Cost Accountant

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### PROFESSIONAL EXPERIENCE

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#### RESUME WORDED — New York, NY

2016 - Present

##### Cost Accountant

- Assisted payroll accountant to process bi-weekly payroll for approximately 1,000 employees.
- Compiled and analyzed financial information to prepare entries for 20+ accounts.
- Analyzed purchase price variances resulting in the net savings of over \$300K.
- Reduced accounts payable turnaround by 10% by negotiating problem resolutions between purchasing and receiving departments.
- Resolved over 10 discrepancies with Excel software that reduced inventory cost variances by 85%.
- Audited over 15 accounts, providing comprehensive assessment that reduced errors by 40%.
- Managed up to \$5M of materials, purchased items, work-in-progress, and finished goods.
- Oversaw annual budget preparation, performed departmental and account variances, and managed the standard costing globally for 4 sites.

#### GROWTHSI — New York, NY

2012 - 2016

##### Management Accountant (2015 - 2016)

- Boosted project returns by 30% through evaluation and improvement of operational processes.
- Analyzed monthly expenses, cost fluctuations, journals, and over \$500M of work-in-progress.
- Collaborated with senior leadership to cut project expenses by 10% through optimized workflow.
- Cut work-in-progress by 35% by completing project capitalization.
- Produced six TM1 templates, cutting reporting time from five to two days.

##### Auditor (2012 - 2016)

- Completed over 20 audits that recovered \$2M in overcharges for clients.
- Approved over \$20M quarterly in finished product while using SAP inventory software.

#### RESUME WORDED — New York, NY

2012 - 2013

##### Corporate Accountant

- Introduced a new invoicing system that reduced month-end turnaround time by 15%.
- Assisted with collections for the company which resulted in \$50K collections of bad debt.
- Prepared, distributed, and uploaded payroll entries for over 200 employees.

### EDUCATION

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#### GROWTHSI BUSINESS SCHOOL

San Francisco, CA

Master of Accounting

2010-2012

#### RESUME WORDED UNIVERSITY

New York, NY

Bachelor of Business, Major in Accounting; Minor in Business Operations

2007-2011

### ADDITIONAL INFORMATION

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- Techniques: Account Reconciliation, Auditing, Financial Accounting, Internal Controls
- Technical Skills / Software: QuickBooks, Accounting Software, Microsoft Access, SAP Products
- Certifications: Cost Accountant Bootcamp (2016), Passed Resume Worded examinations