

# Finance Director Resume

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## SUMMARY

*Director of Finance with 8+ years of experience in financial planning, revenue generation, financial risk mitigation, and budget management. Seeking a position at AMETEK to identify areas of improvement and maximize financial potential through comprehensive data and market analysis.*

## EDUCATION

**May 2008**  
**Columbia University**  
**New York, NY**  
*Bachelor of Science, Accounting,*  
*Honors: summa cum laude (GPA: 3.9/4.0)*

## RELEVANT SKILLS

Financial modelling	<div><div></div></div>	80%
Revenue forecasting	<div><div></div></div>	70%
Financial operations	<div><div></div></div>	90%
Leadership	<div><div></div></div>	75%
Financial analysis	<div><div></div></div>	95%
Profit planning	<div><div></div></div>	80%
Rhinoceros	<div><div></div></div>	70%
Microsoft Excel	<div><div></div></div>	90%
Strategic planning	<div><div></div></div>	75%
Teamwork	<div><div></div></div>	95%

## CERTIFICATION

**May 2019**  
**Chartered Financial Analyst**  
CFA Institute

## CONTACT

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## PROFESSIONAL EXPERIENCE

**SEP 2018–Present**

**Director of Finance**

**ACLU, New York, NY**

- Evaluate competitors and market trends to implement strategies aimed at mitigating financial risks, resulting in a 55% decrease in losses within 2 years
- Oversee finance department operations, optimize company capital, and ensure cash flow is managed efficiently
- Conduct month-end close process of 7 entities, driving an annual revenue of \$20 million in retail and wholesale sales
- Evaluate current financial operational data and information and report findings to the CFO

**June 2014–August 2018**

**Director of Finance**

**NBCUNIVERSAL, New York, NY**

- Increased monthly retail revenue from \$500k to \$1M within 8 months through strategic recommendations for maximizing revenue growth
- Assisted with accounting operations, team development, resource allocation, budget management, and company-wide cost saving opportunities
- Established accounting principles, practices, and procedures to improve accurate and timely financial reporting, resulting in a recorded 20% accuracy increase
- Analyzed 300+ financial reports, assessed accuracy, completeness, and conformity to reporting and procedural standards