

JESSICA CLAIRE

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📍 100 Montgomery St. 10th Floor

SKILLS

- Microsoft Office, SAP, OA
- Strategic Management
- Budgeting and Consulting
- Financial Accounting and Reporting
- Financial Statement
- General ledger
- Payroll
- Analytical skills
- Problem solving skills
- Communication skills
- Time management
- Self-motivator and eager to learn
- Teamwork and cooperation

EDUCATION

University Of Birmingham
Birmingham, UK • 12/2006

Master of Science: Marketing management

Core Courses:

Marketing Communication,
Marketing Strategy and Planning,
Strategic Brand Management etc.

University Of Portsmouth
Portsmouth, UK • 07/2005

Bachelor degree: Accounting

Core Courses:

Financial Accounting, Advanced
Financial accounting, Finance, Tax
Law, Strategic Management and
Controlling, Financial Reporting,
Economic Law, Costing, etc.

PROFESSIONAL SUMMARY

- Detail-oriented Accountant with 7 years effectively maintaining accurate accounting information for large-scale financial organizations. Historically, working as part of financial team to manage diverse financial functions, accounting management and reporting. Works closely with executive management on complex business actions and coordinates colleagues in foreign branches.

My career goal

A senior position in finance/accounting/tax/controlling field

WORK HISTORY

Applied Industrial Technologies, Inc. - Accountant

Daniels, WV • 06/2019 - 04/2020

- Created budgets and forecasts for management group to meet regular accounting deadlines; examined daily budget submitted by the 12 branches of the Parent Company.
- Collected and reviewed financial information from all 12 branches; managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations; formulated and simplified 'Financial Payment Procedures', 'Fund Income and Payment Procedures'
- Cooperated with Fund Department on weekly basis to record the fund source and the Company's performance activities.
- Team-worked with colleagues from different culture and background to achieve the Company's goals

Other highlights:

- Worked with audit firms and due diligence review firms, assisted IME Group to become a listed company in December 2019
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.
- Translated more than 50 documents including financial statements, audit reports and contracts for the listing of the Group in Korea.
- Verbally translated meeting minutes of foreign branches, improves the work efficiency of Finance Department by more than 50%.

Cascades - Senior Controller

Aurora, NC • 04/2008 - 05/2013

- Prepared financial control reports and projected the monthly forecast and 5-year financial plan to assist higher management for decision making; mitigated risk by implementing internal controls and safeguards for revenues and expenditures.
- Budgeted cost for each department and purchasing cost to project revenue and expenses. e.g. 2008 Olympic project, Auto Show project, People's Car project.
- Conducted variance analysis on revenue, cost and budget, and assisted with implementing effective internal control to maximize year-end tax benefits by efficiently managing cash flows.
- Reviewed 'Project Applications' from various departments to ensure the project was implemented within budget and cost saving; proposed solutions for cost-savings.
- Ensured that the budget and funding sources of VWAG cost center and all third party financing departments and projects were properly utilized at over 98%.

Other highlights:

- Worked with Olympic project suppliers, Auto show cooperation organizations, automotive partners, peer car companies.
- Encouraged each cost center to actively correct behavior deviation, saved about 5% cost for VCIC.
- Maintained IT system and record properly including SAP system, online purchase approval, financial data entry and system backend maintenance, etc.

KCS Management Consulting Co - Consultant Assistant

City, STATE • 02/2007 - 03/2008

- Calculated and handled staff payroll for Sun (China) Co., Ltd., including collecting new employees' information, checking employees' social security information, checking employees' salary, and providing salary consulting services.
- Managed the bank deposits, check payments and bank reconciliation of 14 clients promptly, recorded daily transactions and proposed adjustment to general ledger to tie out daily balance.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Adapted quickly to changing project priorities and job specifications through great time management skill.

Key Achievements:

- The error rate of cash collection and payment posting was zero Other highlights: Worked with KCS' clients, banks, accounting firms.