

# FIRST LAST

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## PROFESSIONAL EXPERIENCE

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### Resume Worded, New York, NY

Jun 2018 – Present

#### Accounting Manager

- Recognized as top Accounting Manager in 2019.
- Managed monthly closing and consolidation of financial reporting for \$2.1M new division of Finance Area in the company.
- Coordinated scheduling and enforced project timelines, reducing month-end close time frame by over 50%.
- Worked closely with auditors through year end audits, prepared schedules and gathered details, and consolidated sales over \$10M.
- Recovered \$2M in overstated expenses recorded prior to shared service.
- Managed the team of 18 accounting specialists responsible for payroll, accounts payable and receivable and billing.

### Growthsi, New York, NY

Jan 2015 – May 2018

#### Assistant Accounting Manager

- Managed and monitored work of 6 financial specialists and accountants.
- Identified opportunities and implemented measures to reduce certain variable costs by 15%.
- Implemented regular workflow monitoring procedures, reducing month-end close time by 30%.
- Decreased company expenditures by 20% by consistently identifying potential cost savings opportunities.

### Resume Worded, San Diego, CA

May 2008 – Dec 2014

#### Accounting Supervisor (Nov 2011 – Dec 2014)

- Promoted within 18 months due to strong performance and organizational impact (one year ahead of schedule).
- Streamlined business processes to improve efficiency of financial reporting by 40%.
- Developed and executed internal controls, improving accuracy by over 90% and reducing error rate by 22%.

#### Accounting Specialist (May 2010 – Oct 2011)

- Maintained company general ledger, monthly close processes and account reconciliations through 100% YoY revenue growth.
- Led a team of 2 junior accountants.

#### Associate, Accounting (May 2008 – Oct 2011)

- Developed an efficient method of inputting Accounts Receivable data into QuickBooks with 100% accuracy.
- Prepared end of the month invoices for over 120 clients.

## EDUCATION

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### Resume Worded University, San Francisco, CA

May 2010

Master of Business Administration Candidate; Major in Business Accounting.

## SKILLS

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- HubSpot, Salesforce
- Financial reporting (ROI, cashflow)
- GAAP
- Sage50 accounting
- NetSuite ERP
- Oracle
- MS Access
- Delphi Technology