

JASON BROWN

Address: 888 Novelty Lane, San Francisco, California 88888

Phone: 888.888.8888 ▪ Email: sample.email@gmail.com

FINANCE MANAGER

□ QUALIFICATIONS PROFILE

Goal-driven and detail-oriented professional with extensive background in all aspects of accounting and finance. Knowledgeable in taxation and business laws, as well as Generally Accepted Accounting Principles (GAAP). Expert in assessing situations at all angles and formulating strategic and feasible solutions to complex issues. Equipped with articulate communication and interpersonal skills in building positive work relationships with individuals of diverse sociocultural backgrounds; multilingual in Taiwanese, Mandarin Chinese, and English, with working knowledge of Japanese and Spanish. *Areas of expertise include:*

*Financial Planning and Analysis (FP&A)
Tax Filing and Bookkeeping
Business Administration*

*Credit Risk Analysis
Business and Financial Forecasting
Cash Management*

□ PROFESSIONAL EXPERIENCE

Company Confidential

Vice President

2012–Present

Oversee the school's financial operations, teacher schedules, and monthly school events. Operate various accounting and financial management software, such as TurboTax and QuickBooks. Guide and supervise senior directors in handling a wide array of management functions. Monitor fiscal performance and classroom activities and perform a wide range of administrative functions, including processing payroll, 401(k), and 1099.

Key Highlights:

- Played a lead role in restructuring the school that increased the number of students to over 200 while improving its fiscal performance since 2013 through the following efforts:
 - *Renovation of classroom and playground to install age-appropriate facilities and provide a safe and comfortable environment for all students*
 - *Recruitment of licensed and qualified teachers with comprehensive experience and dedication to guide students*
 - *Engagement with parents and guardians to identify and address program gaps*
- Maintained active and positive engagement with clients, resulting in high referrals and low teacher and staff turnover rates

Company Confidential

Finance Department Head, Investment Banking Unit

2004–2010

Directed all aspects of proprietary investments in Taiwanese equity and fixed income market, along with underwriting services and treasury management activities. Partnered with the Accounting Department in monitoring funding needs and overseeing risk management activities. Supervised and mentored junior-level employees. Performed a wide range of financial tasks, including financial planning and analysis, month-end and annual financial report preparation, cash flow and treasury management, and engagement with senior leadership.

Key Highlights:

- Collaborated with senior-level managers in formulating and implementing strategic solutions
- Seamlessly handled 50% of the company's annual profits, while establishing reputation for surpassing annual target year-over-year
- Contributed to enabling Concord Securities to become stable in terms of profitability through diversified allocation of company resources to manage reliability of stock brokerage business
- Devised a risk management system to closely monitor the company's potential risks from market and credit sides