

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Objective Financial Manager leader with demonstrated success leading financial systems and programs. Knowledgeable about regulatory requirements and successful strategies for maintaining optimal controls. Well-organized, proactive and adaptable to dynamic conditions. Systematic Financial Manager with 4 years of experience growing revenue through effective team and project management. Extensive knowledge of client-focused team-building with training in diverse industry supervision. Eight years managing multimillion-dollar business operations. Successfully optimizes frameworks and cultivates cohesive teams to meet and exceed business financial goals. Excellent reporting, record keeping and relationship-building abilities. Smart professional with talents in planning, budgeting and forecasting. A reliable Finance Manager focused on KPI oversight and mentoring employees in data processes. Results-driven Finance Executive with 8 years of experience leading high-profile nonprofit and commercial entities through periods of fiscal uncertainty with strategic and tactical financial management. Proven expertise in change management. Certified in the CGMA designation. Innovative Finance expert providing robust background employing critical thinking and analysis to achieve success among talented team of professionals. Expert in compiling and reviewing various types of data to support market analysis and strategic planning. Knowledgeable in organization management, operations, research and sales strategies. Quick learner with outstanding track record in academic achievement as well as strong aptitude for formula development and information analysis.

ACCOMPLISHMENTS

- Resolved product issue through consumer testing.
- Implemented a unique financial reporting system, as a result, increased reporting efficiency by 50%.
- Devised an investment strategy, consequently, earned \$50,000 profit in 2 months.
- Introduced the concept of trend research, hence, obtained knowledge of competitive advantage.
- Successfully administered financial budgets, with required results, between 2013 and 2018.
- Singlehandedly implemented a future trend determination plan, thereby, received high accolades from the higher management.
- Minimized financial risk to the company, by implementing core finance coverage plans.
- United multiple teams post-merger, consequently, doubled effort and results.
- Streamlined the accounts payable and receivable systems, as a result, increased process efficiency.
- Improved ties with all departments, hence, made it easy to reach out to them concerning financial matters.
- Suggested a loan management system, as a result, returned a corporate bank loan 3 months in advance.
- Trained 52 individuals to work in the finance department, as part of their induction program.
- Created a novel training methodology, considered 50% more effective than standard training programs.
- Resolved a financial conflict between 2 departments, by mediating the issue successfully.
- Achieved Employee of the Month 5 times in a row, owing to excellence in work processes.
- Held a perfect attendance record, hence, received a constant commendation from seniors.
- Wrote the bible on financial systems management, now being used as a training tool for newly hired employees.

SKILLS

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| <ul style="list-style-type: none">• Stress analysis• Networking Infrastructure Design• Structural engineering• Systems Engineering• Verbal and Written Communication• Written and interpersonal communication• Customer service• Performance reviews• Cost control and reduction• Budget forecasting | <ul style="list-style-type: none">• Process implementation• First Aid/CPR• Detail-oriented• Critical thinking• Team building• Multilingual• Flexible & Adaptable• Financial analysis• Coaching and training |
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WORK HISTORY

Finance Manager / Architectural Designer, 03/2016 - Current

Fedex Cross Border – San Antonio, TX

- Improved overall financial reporting by streamlining control processes and reporting structures.

- Developed forecasting tools to analyze revenue variance, business pipeline and industry trends.

- Identified improvement changes regarding key processes for internal controls and accounting procedures.

- Developed and administered annual budgets following analysis and research.

- Complied with established internal controls and policies.

- Performed spending analysis and partnerships to refine policies and develop recommendations for improvement.

- Evaluated competitor data and statistics to develop business investment strategy and drive growth.

- Protected company assets with strategic risk management approaches.

- Increased revenue 27% by assisting with operations management, including sales and marketing efforts.

- Built and strengthened productive and valuable industry partnerships to drive collaboration, engagement and revenue stream development.

- Engaged employees in business processes with positive motivational techniques.

- Assessed budget plans and present costs to forecast trends and recommend changes.

Financial Advisor, 09/2011 - 01/2016

Planar Systems, Inc. – Hillsboro, OR

- Assisted clients in making beneficial and strategic decisions regarding investments, low-cash financing and sourcing overseas partners.

- Helped clients plan for and fund retirements using mutual funds and other options to manage, customize and diversify portfolio.

- Prepared and hosted data room while coordinating legal and advisory teams and facilitating due diligence processes.

- Cultivated and strengthened relationships with new clients and educated clients on account services and capabilities.

- Partnered with local organizations to provide specialized financial planning support to diverse populations with unique needs.

- Interviewed industry experts, constructed financial models, performed sensitivity analyses and compiled final reports to deliver top-notch service to customers.

- Managed \$ 367,000 in client investment portfolios by providing one-on-one service when meeting with clients to understand assets, expenses and long-term as well as short-term investment goals to devise personalized financial plan.

- Educated clients on various financial matters and provided professional recommendations on investment opportunities, products and services based on each clients' individual needs.

- Capitalized on gaps in market and reached out personally to onboard new clients, process transfer paperwork and set up new accounts.

Finance Executive, 01/2005 - 08/2011

Jones Lange Lasalle Inc. – Peapack, NJ

- Facilitated investment and business decision-making by executing feasibility analysis.

- Strategized long-term business needs, utilizing customer feedback for process improvements.

- Analyzed financial statements against forecasts to prepare high-level variance analysis.

- Maintained agile, responsible organization with sustained revenue growth by monitoring industry forecasts, honing budgets and adjusting marketing strategies.

- Built and strengthened productive and valuable industry partnerships to drive collaboration, engagement and revenue stream development.

- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.

- Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.

- Completed in-depth analyses of risks to control company profile, enhance systems and track legal concerns.

- Devised successful benchmarks and performance optimization strategies to enhance company objectives.

- Built and deployed strategies to achieve company vision and enhance tactical operations.

- Oversaw deployment of strategic business plans to accomplish accounting, compliance and revenue targets.

Finance Analyst, 01/1995 - 03/2003

G & W Engineering – City, STATE

- Prepared financial and statistical analyses, graphs, presentation materials and provided analytical support for finance team and operational partners.

- Researched and analyzed revenue and expenditure trend for accuracy and integrity.

- Developed complex spreadsheets and charts and tables of financial.

- Provided tailored financial analysis and offered advice to improve business processes and manage costs.

- Created business plan and identified target customers by interacting on phone and in person, handling basic inquiries and providing quotes.

- Helped clients plan for and fund retirements using mutual funds and other options to manage, customize and diversify portfolio.

- Budgeted active and proposed projects by accurately determining pricing, margins and risk factors.

- Analyzed projects for capital deployment and helped structure multi-million dollar deals.

- Created systems to organize municipal bond transactions and sales to strengthen operational efficiencies.

EDUCATION

BBA: Business Administration And Management, 05/1994

University Of Central Florida - Orlando, FL