




KAREN JONES

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 Toms River, NJ

CAREER OBJECTIVE

Experienced Financial Management Executive with 12+ years of progressive experience managing business office functions and providing financial expertise to executive leadership. Strong focus on profitability through recruitment, talent assessment, and employee engagement. Sound knowledge of banking rules and regulations and capable of supporting record book and ledger entries. Collaborative, hard-working and passionate about continuing to improve organizational profitability and productivity while maintaining a pleasant work environment. Looking to become a controller for a company in the technology industry.

PROFESSIONAL EXPERIENCE

Goldman Sachs, New York, NY January 2011 -Present
Account Director

Maintain and update 8 budget spreadsheets for various projects and reconcile errors with teams associated. Assist in drafting and editing memos, reports, and proposals. Complete regulatory risk-based audits to achieve business objectives. Support close communications with company executives, the board of directors and investors.

- Increased office efficiency by introducing new project management software, reducing the company’s labor costs by 5%.
- Developed and implemented the organization’s 1st financial controls and reporting system.
- Conduct numerous training strategies for sessions with the Junior Staff Members.

Jason’s Strategics, New York, NY May 2005 – December 2010
Finance Coordinator

Coordinated and organized internal control projects with an annual budget of \$100K+. Developed formal dashboards to communicate results of audit activities to senior management. Managed multiple client accounts, ranging from \$10k to \$75k.

- Trained a team of 4 experienced in-house financial analysts.
- Coordinated and oversaw quarterly financial reports.
- Worked with different departments to determine budgets.

KEY SKILLS

- ✓ External & Internal Reporting
- ✓ Project Management
- ✓ Regulatory Compliance
- ✓ Financial Analysis & Planning
- ✓ Interpersonal Communication

EDUCATION

Master of Science in Finance and Accounting,
Rutgers University, New Brunswick, NJ
May 2010

Bachelor of Science in Accounting, Rutgers University, New Brunswick, NJ
May 2005

AWARDS

Employee of the Year,
Steadman & Steadman,
2011

Recognized for my “Drive”, Jason’s Strategics,
2009