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**Additional Skills**

Seasoned Management Executive with 10+ years of progressive experience managing business office functions and providing executive level support to principals. Superior interpersonal and analytical expertise with a flair for increasing organizational cohesiveness and profitability through recruitment, talent assessment, and employee engagement. Dynamic entrepreneur with ability as a business leader to critically evaluate and respond to rapidly evolving financial environments. Utilize leadership expertise and business management experience to align financial activities with organizational goals, fostering business growth.

**Professional Experience**

 (XXX) XX XXX XX youremail@gmail.com  City,, State

**Chris Jones**

**Career Objective**

STEADMAN & STEADMAN, New York, NY January 2013 – Present

Account Director

Maintain and update 5 budget spreadsheets for various projects and reconcile errors. Assist principals in drafting and editing memos, reports, and proposals. Perform routine clerical tasks like mailing, copying, faxing, filing, and scanning. 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.

MICRO COMMUNICATIONS, New York, NY, January 2005 – December 2012

Sales Manager

Coordinated and organized internal control projects with an annual budget of $40 million+. Developed formal dashboards to communicate results of audit activities to senior management. Managed multiple client accounts totaling over $75 million.

* Trained and coordinated a team of 10 experienced in-house financial analysts.
* Coned and oversaw periodic financial audits.

**Education**

**Master of Science in Accounting**, Southern New Hampshire University, Manchester, NH

December 2004

**Bachelor of Science in Accounting**, Southern New Hampshire University, Manchester, NH

May 2003

* *External & Internal Reporting*
* *Financial Analysis & Planning*
* *Project Management*
* *Cost Reduction*
* *Program Development*
* *Regulatory Compliance*