

Jane Doe

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Certified Public Accountant with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. Possess an MBA with a focus in accounting. Seeking to leverage accounting expertise and experience into a managerial role as a corporate banker.

PROFESSIONAL EXPERIENCE

LANGFORD PARTNERSHIP

Financial Analyst

Sacramento, CA

September 2011 – Present

- Created financial reports and supported all areas of responsibility within a 5 person finance team
- Managed a \$350,000 budget, with a reduction of costs totaling 15% over two years
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
- Performed process analysis, and communicated recommendations to management
- Process journal entries and perform accounting corrections to ensure accurate records

BRINGHAM & SONS

Financial Advisor

Bakersfield, CA

June 2008 – August 2011

- Conducted thorough reviews of potential business partnerships and strategies, and performed risk analysis using FRAP (Facilitated Risk Analysis Process)
- Trained and supervised 2 new employees, ensuring they maintain fastidious attention to detail
- Forecasted losses and earnings using quantitative/qualitative analyses to a high degree of accuracy, allowing the company to intelligently manage and invest resources
- Adhered to departmental controls and regulations maintain ethical conduct at all times

EDUCATION

POLOMA COLLEGE

MBA with Accounting Concentration, June 2008

Bloomfield, NJ

GROVER COLLEGE

B.A. Accounting, June 2006

Alamosa, CO

- Magna Cum Laude

ADDITIONAL SKILLS

- Knowledge of Oracle, SAGE and all Microsoft Office Applications
- Excellent communication skills, and ability to present complex information in an easy to understand format

CERTIFICATIONS

- Certified Public Accountant