**Jane Doe**

1435 Grant Avenue, New York, NY 10603

(212) 204-5653

JDoe @hireme.com

*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 Sacramento, CA

*Financial Analyst 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 Bakersfield, CA

*Financial Advisor 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** **Bloomfield, NJ**

*MBA with Accounting Concentration, June 2008*

**GROVER COLLEGE** **Alamosa, CO**

*B.A. Accounting, June 2006*

* 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