

First Last

Accountant

WORK EXPERIENCE

Resume Worded, London, United Kingdom

Education technology startup with 50+ employees and \$100m+ annual revenue

Accountant 08/2021 – Present

- Improved financial ledger agreements by 50% using customized software and redesigning outdated processes.
- Overhauled existing accounting systems at RW to increase efficiency; reduced unnecessary costs by 48% in Q1, 2022.
- Managed the budgeting, forecasting, cash management, tax planning, and preparation for 30+ HNIs with a \$400K portfolio.
- Initiated a new invoicing and reconciliation system that reduced month-end Turnaround Time (TAT) from 72 hours to 30 minutes.

Polyhire, London, United Kingdom

NYSE-listed recruitment and employer branding company

Cost Controller 10/2019 – 07/2021

- Revamped the warehouse system and eliminated unnecessary transportation between 40+ locations; reduced 71% of expenses associated with material handling.
- Identified 30+ sources of waste throughout process flow, which helped save \$20K annually in the 2020 and 2021 expenditures.
- Created reporting formats to increase the response of 20+ management members to financial data.
- Restored the profitability at Polyhire by reducing spending in the procurement department from 83% to 20% without affecting product quality.

Growthsi, London, United Kingdom & Barcelona, Spain

Career training and membership SaaS with 150,000 users

Full Charge Bookkeeper 11/2018 – 09/2019

- Created new spreadsheets tailored to reflect income and expenses, which helped to organize the company's accounting data with 95% accuracy.
- Reviewed financial and payment information to guarantee that 110+ merchants were paid within 24 hours of invoice receipt.
- Implemented billing changes and set up an autopay system to handle 320+ vendor invoices monthly, boosting efficiency by 66%.
- Developed innovative financial formulas in Excel that eliminated errors made on past assignments, improving project completion time by 80%.

PREVIOUS EXPERIENCE

Invoice Processor, ABC Company, London, UK

06/2017 – 10/2018

Treasurer, XYZ Company, New York, USA

01/2016 – 05/2017

Debt Collector (Internship), ABC, New York, USA

07/2014 – 12/2015

CONTACT

- Worcester, United Kingdom
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SKILLS

Hard Skills:

- Financial Reporting
- Bookkeeping
- Invoicing
- Financial Analysis
- Budgeting
- Auditing

Techniques:

- Account Reconciliation
- Journal Entries
- Variance Analysis

Tools and Software:

- Xero
- Quickbooks
- Sage
- MYOB

Languages:

- English (Native)
- Romanian (Native)
- Spanish (Conversational)

EDUCATION

University of New York

Bachelor of Science

Accounting

New York City, New York

10/2011 - 06/2014

OTHER

- Certified Public Accountant (CPA)
- Certified Management Accountant (CMA)