**Mona Dexter**

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**Summary of Qualifications**

Goal-oriented Controller with extensive track record in analysis of financial reports. Skillful and supportive leader of financial management teams.

1. Demonstrated capacity to provide comprehensive account management and forecasting.
2. Experienced in cash management, budgeting and cost reductions.
3. Adept at integrating technology to achieve objectives.
4. Highly focused and results-oriented.

**Professional Experience**

PlanTexCo Insurance Corporation – Vancouver 2005 to Present

*Controller*

Directed financial management functions, including financial forecasts, financial statements and general accounting functions.

* Recommended and administered technology implementation that reduced operating expenses 25%.
* Restructured financial reporting processes for improved efficiency.

Ridgemont Research – Richmond 2002 to 2005

*Financial Analyst*

Prepared monthly financial statements and account reconciliations. Worked with controller to ensure accuracy of financial information.

* Saved the company more than $30,000 in the first year by identifying inaccurate payments.
* Carried out internal audits.
* Named employee of the year in 2004.

Lonnco, Ltd – Richmond 1998 to 2002

*Staff Accountant*

Prepared financial statements and performed general ledger functions.

* Increased productivity by implementing electronic reporting procedures.
* Demonstrated strong analytical and problem-solving skills.

**Education**

Bachelor of Science, Finance 1997

Simon Fraser University – Burnaby, BC

**Instructions**

Format the give text to give the look and layout as shown in the image below.

Font used is Bookman Old Style. If you do not have that font, you can use an alternative font also.

Use

* Bullets & numbering
* alignments
* tab settings
* formatting
* symbols

to get the desired formatted look.

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