

IT Project Manager/ Business analyst IT Project Manager/ Business analyst IT Project Manager/
Business Analyst - BANK OF AMERICA MERILL LYNCH New York, NY Project managing/business
analyst managing a project and heavily understanding of otc derivatives, products for chart of
accounts Authorized to work in the US for any employer Work Experience IT Project Manager/
Business analyst BANK OF AMERICA MERILL LYNCH - Manhattan, NY September 2018 to
Present Responsibilities: As a part of the Federated Governance Team - due diligence to plan,
organize, monitor and control projects using appropriate tools and techniques to ensure efficient and
effective project completion to meet deadlines and make timeline adjustments as needed
Multi-disciplinary role that requires to take on numerous diverse responsibilities and necessitates
close partnership with senior business and technology managers Effectively communicates with
managers, peers and business partners and development teams (in USA & ASIA) on deliverables,
timelines and support needed on a day to day basis Work with business users and technology
groups to analyze present-state, developing alternative future-state approaches and facilitating
implementation Develop weekly status reports (or decks), cost estimates, resource plans, project
documents and updates Develop and socialize potential risk mitigation strategies Managing the
software development lifecycle for projects Escalate problems as necessary to ensure awareness
and seek assistance with resolution Maintaining project on Agile/Jira Coordinated and helped to
design the agile feature team concept and collaborated with cross functional teams to identify and
allocate the right mixture of resources Reporting to stakeholders on project progress Accounting
Supervisor/analyst GEOGLOBAL PARTNERS LLC December 2017 to September 2018 Duties:
Accomplishing accounting human resource objectives by training, assigning, scheduling, coaching,
and disciplining employees; communicating job expectations; planning, monitoring, appraising job
contributions; adhering to policies and procedures. Meeting accounting operational standards by
contributing financial information to strategic plans and reviews; implementing production,
productivity, quality, and customer-service standards; resolving problems; identifying system
improvements in the Finance department (including both accounts payable and receivable). Work
closely with operations and sales and VP of Finance in providing annual budget information;

identifying variances; implementing corrective actions. Reporting - involved in sales, forecasting, budget reports Maintaining cash flow by monitoring bank balances and cash requirements; investing excess funds. Bank Reconciliations - reconcile bank and book transactions, research discrepancies, and prepare and enter journal entries to balance Prepare various state sales & excise tax returns and International (Canada) GST/HST tax returns Heavy participation in the month, quarter and year end close procedures including balance sheet analysis and monthly financial review analysis Approving cash disbursements by verifying check amounts against invoices, authorizing checks and wire transfers. Approving ledger entries by auditing transactions.

Supporting annual audit by providing information and answers to auditors. Verifying employee benefit invoices by verifying coverage and costs. Special projects/reports as assigned and as needed beyond finance Etc. Staff Accountant/Financial Analyst GEOGLOBAL PARTNERS LLC March 2017 to December 2017 Duties: Works closely with the Controller and VP of finance in the day to day responsibilities Independently prepares schedules and analysis for month and year end periods, including annual audit Independently creates and updates standard and non-standard journal entries Sales Commission- Monitors and calculates commissions for outside sales reps and customer service department Heavy participation in the month, quarter and year end close procedures including balance sheet analysis and monthly financial review analysis Bank Reconciliations - reconcile bank and book transactions, research discrepancies, and prepare and enter journal entries to balance Research and provide solutions to normal and unusual accounting issues Prepare various state sales & excise tax returns and International GST/HST tax returns Assist in annual budget preparation, as required Maintain fixed asset schedule - including additions, deletions and monitoring in process suspense account and revising accumulated depreciation as changes occur Assists associates in Accounts receivables and Payables department ERP: Oracle & SAP OASE NORTH AMERICA duties: Working closely with the President with every day financials of the company SAP accounting systems Perform financial analysis of Intercompany General Ledger accounts. This includes balance sheet and income statement monthly account reconciliations and daily monitoring of accounts. Prepare and analyze

monthly reports to reflect Accounts Payable / Accounts Receivable balances Reconcile affiliate
 balances using SAP Intercompany Reconciliation Tool Month-end close / Year-end support
 /Audit Support other Accounting initiatives as required Accruals Finance Assistant to
 Controller Sunglass Trader, LLC - Palm Beach Gardens, FL January 2017 to March 2017
 Responsibilities: Credit Card/Bank Reconciliation Balance all accounts Minor Invoicing Sales
 Tax Payment Employees Hours Management prepare and process payroll Purchase supplies
 and equipment as authorized by management Manage accounts payable and accounts receivable
 prepare checks, payments and bank deposits Maintains subsidiary accounts by verifying,
 allocating, and posting transactions. Billing services Maintain ledgers maintain complete filing
 system to support financial records Side projects. Personal stylist / Sales Associate - Business
 development Nordstrom CO - Boca Raton, FL December 2012 to February 2017 Business
 Management: Business Development Management Cold calling Driving business expectations
 Formal Reporting (budgets, increases and decreases of company goals) Vendor reporting Use
 directive selling to meet or exceed your Sell More, Make More goal Build personal trade by
 developing and maintaining relationships with customers Assist the department manager in
 achieving department volume and productivity goals by developing and executing a business plan
 Coached salespeople to meet or exceed their Sell More, Make More goals Ensure salespeople
 are delivering outstanding customer service by teaching, coaching and leading by example Act as
 a fashion role model and product and fit expert for the customer Partner with the department
 manager to ensure the customer receives the best quality, value and selection Work with the
 department manager to ensure merchandising and presentation standards are met Assist the
 department manager in ensuring accurate inventory management and achieve shrinkage goals
 Able to adapt to new environment Sales Associate: Recruited for Nordstrom
 Leadership/Internship Program based on managerial skills. Consistently awarded Pacesetter
 Recognition for outstanding performance. Always exceeding sales quotas. Working closely with
 diverse clientele. Emphasis on scheduling and meeting deadlines. Personal follow-up on
 management directions. Extensive problem solving and troubleshooting Education BACHELORS

DEGREE in FINANCE &MANAGEMENT INFORMATION SYSTEMS Florida Atlantic University -
Boca Raton, FL January 2016 Skills Agile, Excel, Powerpoint, Sharepoint, Account Management,
Cold Calling (7 years), Presentation Skills, Oracle, Sales, Project Management, Supervisor, Team
Building, JIRA, Data Entry, Microsoft Office, Management, access, Quickbooks, Customer Service,
C++, AWS, Python, Financial Analysis Certifications/Licenses Project Management Professional
(PMP) Scrum Master December 2020

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