

# BROOKE JAMES

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## Professional Summary

Experienced Accountant with 12 years in finance and auditing. Skilled in budget management, data analysis, and compliance with proven results. Strong ability in optimizing financial performance using analytical tools and software. Bilingual professional eager to contribute expertise at FinCorp Services.

## Work History

### Accountant, 06/2022 to 12/2025

**FinCorp Services** – Cincinnati, OH

- Managed budgets over \$2M with accuracy
- Streamlined invoicing, achieving 15% faster processing
- Reduced audit discrepancies by 25% annually

### Financial Analyst, 06/2015 to 05/2022

**Pinnacle Finance Group** – Cincinnati, OH

- Analyzed data to increase revenue by 10%
- Optimized financial reports, reducing errors by 20%
- Assessed annual trends for \$10M income

### Junior Auditor, 06/2013 to 05/2015

**Clearview Auditing** – Columbus, OH

- Improved compliance rate by 30%
- Prepared accurate monthly financial statements
- Assisted in reducing overhead costs by 12%

## Accomplishments

- Implemented new financial system, saving 200 hours annually
- Led successful integration post-company merger

## Skills

### Financial Analysis



### Auditing



### Tax Preparation



### Budget Management



### GAAP Compliance



## Certifications

- Certified Public Accountant (CPA) - American Institute of CPAs
- Chartered Financial Analyst (CFA) - CFA Institute

## Education

### Master of Science: Accounting, 05/2013

**University of Chicago** - Northwood, OH

### Bachelor of Science: Finance, 05/2011

**University of Illinois** - Northwood, OH