**Chris Vitale**

Myrtle Beach, SC

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**Objective**

Financial Analyst with 2 years of experience seeking a full-time position in a remote working setting with the opportunity to apply my proficiency in financial modeling, expertise with Microsoft Excel and Power BI, and business leadership skills.

# Skills

Google Workspace

Microsoft Office Suite

Excel Automation and Macros

Pivot Tables and VLOOKUP

Oracle PeopleSoft

Workday

Power BI

Financial Analysis

Investment Analysis

Accounting and Reporting

Financial Modeling

Process Improvement

Teamwork and Collaboration

Highly Organized

Extreme Attention to Detail

Able to Work Independently

Excellent Communication Skills

Quick Learner and Self-Starter

# Education

### Oakland University, Rochester, MI

### Bachelor of Science in Finance, 2020 – Overall GPA: 3.2

# Certifications

MS Office Certifications – Word, Excel, PowerPoint, Access

**Work Experience**

**Marriott Vacations Worldwide,** Myrtle Beach, SC **June 2023 – Present**

*Financial Analyst*

* Analyze monthly financial activity for an international vacation ownership corporation while utilizing key metrics to build dashboards, create annual budgets, and forecast future financial activity.
* Forecast monthly reserve and operational expenses for two vacation ownership sites. Review upcoming spending with business partners using historical data, trends, predictive modeling, magnitude of change, business and market insights.
* Process various PeopleSoft forms for Accounts Payable including board of director reimbursements, owner reimbursements, office rent payments, and union benefit payments.
* Partner with operations managers to build relationships and establish trust while providing white glove service. Collaborate remotely and in-person on a weekly basis to complete variance explanations.
* Complete monthly accounting for reclassification of inaccurate expenses between accounts and departments via journal entries while maintaining GAAP compliance.
* Create monthly and quarterly reports for senior leadership and board of directors which includes a financial summary, reserve spending, SWOT analysis, future cash flow, and other metrics.
* Conduct annual physical audits of vacation ownership sites which includes inspecting the site and interviewing site managers to ensure brand compliance. Responsible for holding managers accountable for writing an action plan and ensuring follow through.
* Lead monthly meetings with managers to discuss and plan upcoming reserve projects and expenditures.
* Review and approve Purchase Orders for multi-million dollar reserve projects.
* Build and automate dashboards for upper management to use for company-wide cost reduction and revenue initiatives.
* Automate various solutions for common tasks such as reconciliation of accounts.

**Domino’s Pizza,** Shelby Township, MI **August 2022 – May 2023**

*Assistant Manager*

* Trained new employees in various tasks including cash register, food preparation, sanitation, and general policies and procedures.
* Led scheduling efforts of team members on a weekly basis in collaboration with upper management to ensure seamless service.
* Mastered point-of-service computer system for automated order taking and handled currency and credit transactions efficiently.

**Relevant Course Projects**

**Organizational Behavior Course**

* Led an international group project, working with students located in the United States, Ireland, and the United Kingdom, regarding the study of cultural differences in media.
* Hosted Google Meet calls to discuss firsthand experience and secondary research on the topic.

**Financial Modeling Course**

* Valuated multiple private and public corporations through the use of discounted cash flow modeling.
* Collaborated with team members to analyze financial models to create a professional presentation for university finance department heads.

**Real Estate Investment Course**

* Completed semester-long, independent project to determine values of different types of investment properties through financial analysis and comparison.
* Performed Lead Generation, interviewed residential and commercial property owners, calculated cap rate, property valuation, and net operating income.
* Prepared an Excel spreadsheet with all pertinent calculations as well as an in-depth PowerPoint, then delivered that presentation to instructor and students through Google Meet.

**Management Information Systems Course**

* Developed prototype mobile app to determine available parking spots at a large university, relying on team collaboration and strong analysis skills.
* Completed cost benefit analysis and determined economic feasibility of implementing the mobile app.

## Volunteer

**Missions.me,** Rochester Hills, MI **Seasonal, 2011 - 2017**

*Group Leader*

* Directed a group of five missionaries in Honduras, Dominican Republic, and Peru, handling logistics in conjunction with the Project Director to ensure the safety and positive experience of the team.

*Humanitarian Mission Trip Participant*

* Served communities in Peru and Ecuador working in teams of five to provide food, medical supplies, emotional and spiritual support.