

# CYNTHIA COOK

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AUDITING | FINANCIAL ACCOUNTING | FINANCIAL CLOSE | FINANCIAL CONSOLIDATION | FINANCIAL REPORTING | FINANCIAL MODELS & FORECASTS | TRENDS TRACKING | FULL-CYCLE ACCOUNTING | FINANCIAL PLANNING & ANALYSIS | BUDGET CONTROL | RISK MITIGATION | VARIANCE ANALYSIS | STATISTICAL ANALYSIS | DATA ANALYSIS | COST REDUCTIONS | PROJECT MANAGEMENT | CONTRACT REPORTING & ANALYSIS | PROCESS OPTIMIZATION

**Highly Accomplished Professional** who excels within complex and challenging auditing, finance, full-cycle accounting, and compliance-focused regulatory capacities while analyzing and reviewing data, preparing key reports, and providing resource-optimizing, solutions-centric recommendations to align with a core mission.

**Influential Self-Starter** who champions the delivery of impactful results by demonstrating strong critical thinking, problem-solving, conflict resolution, and process-maximizing talents, as well as sharp attention to detail, while thriving in high-pressure, deadline-oriented autonomous and/or collaborative work environments.

**Articulate Communicator** who expertly navigates rigorous auditing, financial, and regulatory scenarios while cultivating solid relationships among management, multidisciplinary staff, and stakeholders, and who leads teams by example and with ethics and integrity to consistently exceed expectations.

## Professional Synopsis

CHILD CARE RESOURCE CENTER, CHATSWORTH, CA

2024 – PRESENT

### Senior Grant Accountant

- Responsible for preparing financial reports and providing analysis for more complex assignments to internal and external customers, including CFO, management staff, funders, grantors, and government agencies.
  - **Perform variance analysis and projections of assigned contracts.**
  - **Challenge and understand financial information so that issues are resolved and financial results are properly recorded and presented.**
  - **Present results of financial analysis to GM Supervisor, GM Manager, Program Staff, and other management as requested.**

HARRINGTON GROUP CPAS, LLP, PASADENA, CA

2023 – 2024

### Staff Auditor

- Excelled in conducting all stages of financial audits of various nonprofit organizations (e.g., associations, foundations, legal service corporations) through the preparation of comprehensive financial statements.
  - **Improved operations and financial systems by identifying areas of risk.**
  - **Presented detailed audits to managers to provide insights and actionable recommendations.**
  - **Lead testing and analysis of internal controls for compliance with regulations and policies.**

REGENCY OUTDOOR ADVERTISING, LOS ANGELES, CA

2023

### Accounts Receivable

- Leveraged broad scope of industry knowledge toward handling all accounts receivable processes, including resolving a large-scale backlog of overdue payments to boost bottom-line performance.
  - **Generated a 50% reduction in outstanding balances and 25% increase in on-time payments.**

NKSFB, LLC, LOS ANGELES, CA

2022 – 2023

### Staff Auditor

- Expertly performed audits of high-profile production companies to verify compliance with the provisions of both the Trust and Collective Bargaining Agreements (CBAs) of the Writers Guild of America (WGA).
- Demonstrated proven skill in accurately conducting gross receipts audits to assess whether union-covered talent had received their individual accurate share of residual income.
  - **Consistently interfaced with participants and producers on report findings.**

E&S INTERNATIONAL ENTERPRISES, INC., LOS ANGELES, CA

2022

### Inventory Analyst

- Strategically steered high-volume inventory analysis initiatives, including performing research and documentation of inventory discrepancies to quickly identify root causes and provide key solutions.
  - **Rapidly resolved operational issues via collaborations with Planning, Sales & Finance teams.**

## Professional Synopsis

### (continued)

PARAMOUNT PICTURES, LOS ANGELES, CA

2012

#### Senior Financial Analyst

- Spearheaded the development and management of high-value budgets, forecasts, and financial models to support integral business planning and decision-making in alignment with corporate goals/objectives.
  - **Prepared monthly and quarterly variance reports highlighting differences between forecasted revenue and expenses and actual amounts, and reported on reasons for identified variances.**

CYNTHIA COOK FINANCE, LOS ANGELES, CA

2008 – 2012

#### Senior Financial Analyst (Contract; Self-Employed)

- Capitalized on the opportunity to provide financial services for industry-leading clients, including Sony Pictures Entertainment, Warner Music Group, Yahoo!, Universal Music Group, DreamWorks, and Comcast.
  - **Delivered expert advisement during optimized transition to Oracle EPM/Oracle Cloud.**

GEMSTAR-TV GUIDE (N/K/A ROVI CORPORATION), LOS ANGELES, CA

2005 – 2007

#### Senior Financial Analyst

- Championed the results-centric development of dashboards and detailed reports to continually track Key Performance Indicator (KPIs), identify critical business trends, and monitor company initiatives.
  - **Generated monthly/quarterly financial reports (e.g., cash flow statement) using Hyperion.**

WARNER BROTHERS, BURBANK, CA

1999 – 2005

#### Senior Financial Analyst

- Played a vital role in ensuring accuracy of contracts and amendments flowing from the contract administration department and going to the International Television Distribution Finance Department.
- Recognized as a “go-to” liaison between contract administration and finance for the timely flow of revenue via contracts and amendments. Prepared reversals of episodes schedules for entry into SAP.
  - **Received a “Carrot Award” Certificate of Achievement for high-quality performance.**
  - **Honored as “Employee of the Month” for designing, executing, and implementing a complex project to automate revenue processing that reduced materials cost 50%, reduced process time 75%, and increased accuracy 90%.**

## Additional Professional Experience

#### Accounts Receivable Coordinator OVERSEAS FILMGROUP, INC., WEST HOLLYWOOD, CA

*Developed an approach to existing procedures and strategies to increase license fees and royalties' collections 50%. Improved tracking and revenue interpretation by creating new spreadsheets and schedules.*

#### Accounts Receivable Supervisor VIDEO SOFTWARE DEALERS' ASSOCIATION, ENCINO, CA

*Directed all cash receipts and accounts receivable efforts. Led registration, payment, and collection of fees from 30,000+ attendees and exhibitors of an annual VSDA Home Video Entertainment Corporation.*

#### Accounts Receivable MIRAMAR COMMUNICATIONS, MALIBU, CA

*Managed sales commission accounting for 14 Sales Representatives generating net sales of \$100,000+ monthly. Improved systems to increase volume of collections and decreased delinquencies by 75%.*

## Education & Professional Development

#### Bachelor of Science in Business Management

#### Associate of Arts in Accounting

PEPPERDINE UNIVERSITY  
LOS ANGELES CITY COLLEGE

#### Certified Public Accountant (CPA) Exam

CALIFORNIA BOARD OF ACCOUNTANCY

*Passed All Four (4) Sections –*

*Auditing & Attestation (AUD), Business Environment & Concepts (BEC)*

*Financial Accounting & Reporting (FAR), and Regulation (REG)*

## Technical Summary

Microsoft Office Suite (Advanced Excel, Word, PowerPoint, Access) | NetSuite | Workday Adaptive | Google Workspace  
| Great Plains | JD Edwards | Platinum/FRX Accounting | AS400 | SAP | Oracle | ERP Financial Systems | CCH | PPC