

# JAMES TAYLOR

456 Third Street, New York, NY 12545  
j.tayLor@youremaiL.com  
(125) 456-7890

Self-driven and highly organized Chief Financial Officer with almost two years of experience. Skilled at managing all financial operations and working in a high-pressure environment. Attention to accuracy with excellent leadership and communication skills. Fluent in English and Mandarin.

## PROFESSIONAL EXPERIENCE

### ASSISTANT CHIEF FINANCIAL OFFICER

JNR International New York, NY | July 2019 - Present

- ◆ Assist the Chief Financial Officer in managing all financial accounts
- ◆ Analyze and present the financial reports to senior partners in a timely manner
- ◆ Conduct detailed research on foreign markets, analyze the results, and present financial reports explaining the acquired data
- Assist the Chief Financial Officer in developing annual financial budgets that include a rolling forecast
- ◆ Assisted in the acquisition of four new companies that increased the annual revenue of JNR International from \$2.5 million to \$7,5 million over the past two years.

## EDUCATION

### BACHELOR OF SCIENCE IN ACCOUNTING

New York University, New York, NY | September 2015-June 2017

### MASTER OF BUSINESS ADMINISTRATION

New York University Business School, New York, NY | September 2017 • June 2019

## KEY SKILLS

- Written and oral communication
- Financial analysis
- Knowledge of Quickbooks, Freshbooks, and SQL accounting software
- Problem-solving

## CERTIFICATIONS

- CPA Certified by the New York State Board of Public Accountancy in 2019