



SAMPLE RESUME – CHRONOLOGICAL

NAME

City, State

Phone Number

E-Mail Address

SUMMARY

Self-motivated Financial and Accounting professional with a proven track record in management and technology. Excellent communication skills with the ability to work well with all levels of management. Positive team player with expertise in accounting, finance, and business information systems development. Technical skills include:

- SAP
- Oracle General Ledger
- Oracle Financial Analyzer
- Visual Basic
- MS Excel
- MS Access
- MS Word
- Lotus
- DOS Operations
- Network Applications

PROFESSIONAL EXPERIENCE

COMPANY NAME, City, ST

XXXX-XXXX

Global leader in customer-focused IT and communications solutions.

Senior Business Analyst (xxxx-xxxx)

- Developed and maintained “stoptlight” reporting system for use by key management utilizing existing software.
- Prepared and presented monthly Profit & Loss statements with Vice Presidents and key management.
- Oversaw the accuracy of monthly closing entries, reducing closing cycle by two days.
- Managed maintenance contracts ensuring proper revenue recognition as outlined by GAAP.
- Matched revenue and expense by service type in compliance with GAAP.
- Assisted in annual audit and interpretation of corporate policy.

Business Analyst (xxxx-xxxx)

- Conducted revenue analysis by customer, profit center and service type for entire services division.
- Created and maintained secure finance intranet website.
- Coordinated semi-annual budget preparation, reviewing with key management.

COMPANY, City, ST

XXXX-XXXX

Largest manufacturer, distributor and marketer of ceramic tile in the United States with annual sales of \$900 million. Offices and distribution centers located throughout the United States, Mexico and Canada.

Manager of Financial Business Systems (xxxx-xxxx)

- Successfully developed implementation from current General Ledger to Oracle General Ledger.
- Standardized procedures for month-end closing process reducing closing time by two days.
- Developed internal training procedures and manual for all accounting and finance team members. Taught classes for new and existing employees.
- Prepared and reviewed monthly SG&A expenses for Vice Presidents of both Information Technology and Human Resources.

Manger of Fixed Assets/Capital Planning (xxxx-xxxx)

- Successfully managed a four-member staff, ensuring accuracy of all fixed assets related accounting reporting.
- Prepared monthly fixed asset and construction in progress schedules for review with CFO and Vice President of Manufacturing.
- Successfully reduced property tax liability by 10%.
- Prepared capitol project requests ensuring clearance of company hurdle rates.
- Assisted CFO and Vice President of manufacturing with preparation of annual capital budget, which exceeded \$20 Million.

Senior Accountant (xxxx-xxxx)

- Successfully managed all Inter-Company accounting including four subsidiary companies while streamlining operations.
- Accurately prepared all Inter-Company accounting entries between U.S., Mexican and Canadian ledgers.
- Ensured proper elimination of all Inter-Company profits, working with Mexican and Canadian controllers to resolve out-of-balance conditions.
- Initiated procedures to reduce closing schedule from 10 days to 5 days.
- Prepared and reviewed 2000 budgets for four subsidiary companies.

COMPANY, City, ST

XXXX-XXXX

Seventh largest trading company in Japan with offices worldwide.

Accounting Manager

- Successfully managed a staff of four ensuring internal and external reporting requirements were met in a timely manner. Hired, trained and coached all accounting staff.
- Prepared quarterly financial statements and semi-annual consolidated financial statements, reducing preparation time by 15%.
- Interpreted corporate policy to audit team and assisted in successfully negotiating audit fees.
- Managed relationships with ten banks each with credit lines in excess of \$10 million.
- Enhanced integrity of financial information through automation and verification of financial data.

EDUCATION**Currently enrolled in MBA, Finance program**

University of Texas at Dallas - Richardson, Texas

16 hours completed

Bachelor of Business Administration, Accounting

Southern Methodist University - Dallas, Texas