

NAME

(555) 555 – 5555, name@name.com

MANAGER

Nonprofit Operations Management | Financial Research & Analysis | Accounting | Forecasting | Reconciliations
Project Management | International Experience | Financial Statements | Process Improvement

Accomplished, motivated professional with extensive background in financial management and nonprofit operations. Ability to juggle several projects simultaneously while working under pressure in fast-paced environments. Effectively defines, develops, and implements targeted action plans to maximize productivity, efficiency, and profitability. Excels at interacting with broad populations including senior management, staff, clients, and external contractors. Highly versatile; quickly masters new roles, responsibilities, technologies, and environments. Demonstrates outstanding problem solving and active listening skills; diffuses difficult situations with tact and ease. Fluent in English, French, and Hindi.

KEY ACCOMPLISHMENTS

- Published Balance Sheet before Corporate Accounting department when the new system was down, *Company*.
 - Served as the Project Manager of a team that transitioned between US based bank employees and an outsourcing team that trained on site in Jersey City before returning to Mumbai, India; ensured smooth transition by providing seamless services, *Company*.
 - Streamlined the Federal Reserve Bank reconciliation process by drastically reducing the all-day job to a three hour procedure through automation and computerization, *Company*.
 - Managed all aspects of general accounting operations including preparation of financial statements, variance analysis, cash forecasting, and intercompany billing during accounting system conversion to SAP, *Company*.
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PROFESSIONAL & NONPROFIT EXPERIENCE

Organization (Present)

Treasurer & Member of the Board of Trustees

Build critical community relationships by actively serving as Board Member and Treasurer for a nonprofit organization dedicated to ensuring the completion and maintenance of the Hudson River Walkway from the George Washington Bridge to Bayonne. Currently completing a grant application to fund the Conservancy's projects for the fiscal year 2010. Strategically drive organization's goals through public outreach, education, and fundraising initiatives. Effectively prepare and present detailed financial information to Board Meetings, providing data instrumental to short-term and long-range planning.

Firm (2007-2009)

Consultant

Applied accounting and finance expertise toward preparing consolidated balance sheet, approximately \$190 billion in assets, for senior management. Conducted comprehensive review and analysis of daily variances and prepared and presented detailed report to senior management. Proficiently handled credit default swaps, derivative products, precious metals and mortgage-backed securities. Evaluated and tested the new balance sheet retrieve in Essbase; identified issues and recommended resolutions to management before go-live date.

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Bank (2007)

Consultant

Contributed problem solving abilities toward successfully performing controlling functions for 100+ legal entities by recording monthly journal entries and completing Head Office reporting, IFRS and US GAAP. Demonstrated solid knowledge of financial and accounting principles by preparing consolidation and elimination entries, researching monthly analytical variances, and analyzing GL accounts such as other assets and other liabilities. Trained, mentored, and motivated personnel for off-shoring project, playing an instrumental role in the development of top performing team members. Proactively built and established key relationships and liaised effectively with business area controllers and legal entity controllers to resolve discrepancies.

Company (2003-2006)

Operations Specialist / Consultant

Evaluated, defined, and analyzed daily internal Federal Reserve Bank reconciliation within the Deposit Services Department. Played instrumental role in controlling quality and containing financial risk by actively defining and troubleshooting discrepancies. Collaboratively worked with members of the Federal Reserve Bank, General Accounting, and other departments within U.S. Trust Company, further illustrating exceptional communication and interpersonal relation skills. Upgraded reports to comply with Sarbanes-Oxley Act of 2002, in direct collaboration with the Information Technology Department.

Company (2002-2003)

Staff Accountant

Strategically planned, coordinated, and reviewed accounting functions and financial statements to consolidate results with other subsidiaries. Proficiently developed detailed financial reports, providing dynamic forecasting, trending and result analysis tools vital to company's short- and long-term strategic business planning. Ensured billing accuracy by overseeing inter-company invoices.

Company (2001)

Consultant/ Sales & Commission Analyst

Applied organizational skills and strong attention to detail toward forecasting monthly sales figures for the Broadcast and Professional Group to develop the financial plan. Cost-effectively allocated, administered, and controlled budgets and quotas.

Organization (1993-2001)

Management Consultant

Conducted comprehensive review and analysis of financial statements to select a local partner to meet governmental investment requirements. Identified and recruited speakers for seminars on the development of the power sector in India, for French government officials.

Career Note: Additional experience as **Senior Accountant** for Bank 1 and **Staff Accountant** for Bank 2.

EDUCATION & TECHNICAL SKILLS

MASTER OF BUSINESS ADMINISTRATION, Finance/Accounting - University

BACHELOR OF ARTS, History - University

SAP, PeopleSoft, MS Excel, MS Word, MS Access, Essbase