

Name, CPA

PROFESSIONAL SUMMARY

Proactive and results-oriented Certified Public Accountant with extensive accounting and financial management experience. Demonstrated history of creating financial reports that contribute to the strategic direction and critical business decisions. Highly disciplined with a proven ability to manage multiple initiatives simultaneously while delivering exceptional results under stringent deadlines. Effectively communicates strategic direction and complex information in a clear and concise manner. Works well in cross functional, diverse teams to achieve goals.

EDUCATION

Master's of Business Administration

University City, TX Date

Bachelor's of Business Administration – Finance/Business Economics

University City, TX Date

PROFESSIONAL EXPERIENCE

Company

Sr. Financial Analyst

Date to Present

- Prepared annual budget, rolling monthly forecasts, and monthly financial results for Corporate Services division revenue, expenses, metrics, and margin.
- Prepared extensive reporting packages to communicate findings/recommendations to executive management.
- Prepared and analyzed Services division balance sheet and communicated findings/recommendations to executive management and external auditors.
- Managed capital and depreciation budgeting, forecasting, and reporting process.
- Managed quarterly and interim audits (including separate foreign entity audits) with external and internal auditors.
- Led reporting aspect of merger related integration and reported/communicated synergies and findings/recommendations to executive management.
- Led several system related transitions, including financial planning, reporting and capital planning processes.

Company

Date to Date

Senior Auditor (Date to Date)

Staff Auditor (Date to Date)

- Experience in manufacturing, oil and gas, chemical and financial services industries with Fortune 100 and 200 companies.
- Evaluated compliance with established corporate/subsidiary policies, procedures, related business protocol and regulated accounting principles.
- Performed analysis on various company processes and provide recommendations to executive management in order to facilitate process improvements.
- Evaluated process and financial risks and identify/implement mitigating key controls to offset risks.
- Researched and conducted significant testing on processes such as entity level controls, payroll, revenue recognition, inventory, executive time and expense, accruals and estimates, warehouse compliance, transportation rates, and sales orders to cash.
- Analyzed key performance indicators for validity and effectiveness.
- Conducted special investigations in cases of fraud and theft.
- Developed audit programs and create enhanced test protocols.

SKILLS AND CERTIFICATIONS

Certifications

- Certified Public Accountant in Texas as of Date

Systems skills

- Hyperion (Essbase, Enterprise, Financial Management)
- SAP (Business Warehouse, R/3)
- Microsoft Office including Excel, Access, Powerpoint, Word, Windows XP applications,
- Oracle Systems