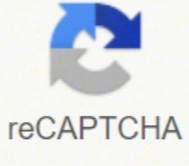




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FINANCE RESUME EXAMPLE

by Resume Genius

CONTACT

(XXX) XXX-XXXX



youremail@gmail.com



142 Your Address Blvd,
City Name, CA XXXXX



LinkedIn.com/in/username



EDUCATION

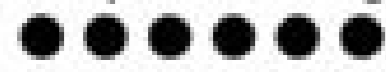
BS Accounting
UCLA, Los Angeles, CA
2008
Honors: cum laude
GPA: 3.9/4.0

KEY SKILLS

Financial reporting



Full-cycle accounting



SAP ERP



QuickBooks



Cash flow optimization



SAGE 100



AWARDS

BEST NEWCOMER / 2016
Bechtel Group Inc.

RESUME SUMMARY

Finance professional with 12+ years of experience in accounting, financial management, financial reporting, and internal control. Proven track record in optimizing cash flow, reducing costs, driving efficiency, and integrity in financial by analyzing and resolving complex accounting, reporting, and regulatory issues.

PROFESSIONAL EXPERIENCE

BECHTEL GROUP INC., San Francisco, CA
Controller, March 2016–present

- Spearhead the overall finance function of the company with over \$100 million in revenue and 150+ employees
- Oversee the preparation of financial statements, activity reports, cash flow, and other financial reports, ensuring compliance with regulatory standards
- Protect company assets and enhance financial resources by providing financial direction in structuring accounting policies and procedures

FLUOR, Irvine, CA
Accounting Manager, April 2008–February 2016

- Oversaw the daily operations of the accounting department, including financial data monitoring, financial reports preparation, and compliance with accounting methods, policies, and principles
- Prepared and filed all taxes, including federal income, state income, payroll, sales, and corporate franchise taxes.
- Formulated annual budget, cash forecasts and variance reports, and managed office administrative and human resources functions
- Saved the company \$47k in operational costs by identifying a major discrepancy in monthly cash flow

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