

**TARGETED RESUME: Professional in Finance****Susan B. Jobseeker**

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**FINANCIAL SERVICES PROFILE**

Accurate and highly productive Financial Services Manager experienced with leading multi-departmental teams, completing complex financial analysis projects and meeting deadlines. Extensive knowledge of corporate finance and asset management. Capable project manager. Adept at learning and using enterprise financial systems. Core skills include

- ♦ Financial Reporting ♦ Project Management ♦ Financial Analysis ♦ Forecasting
- ♦ Software Installations ♦ Teamwork ♦ Corporate Governance ♦ Annual Reports

**PROFESSIONAL EXPERIENCE**

**Company A**, City, State, 20\_\_ – Present

**Financial Services Manager**

- Managed 10-member team of financial analysts that consistently met deadlines and won numerous team bonus awards for exemplary collaborative and technical skills.
- Calculated, summarized and concisely presented monthly forecast and reporting statements exceeding \$1.2M to senior management.
- Streamlined receivables process that increased 60, 90 and 120 day cash receipts by 25%.
- Identified programming error in financial accounting system that saved the company \$100,000 in first quarter after problem was corrected.
- Analyzed multi-million dollar building operation service contracts, negotiated lower rates, and reduced asset management expenses in two categories by 15%.

**Company B**, City, State, 20\_\_ - 20\_\_

**Financial Analyst**

- Recognized by two department directors for initiating improvements in revenue, balance statement and budget variance operations.
- Met every deadline for preparing fiscal reports and presenting them to management.
- Conducted an operational procedure analysis and identified new ways to reduce input errors.
- Formed a peer-to-peer mentoring and coaching team that reduced unit turnover by 80%.

**EDUCATION****Master of Business Administration**

State University, School of Business,  
Collegetown, State

**Bachelor of Science in Business Administration**

State University, Collegetown, State

**TECHNICAL SKILLS**

- ♦ Advanced Microsoft Excel ♦ Advanced IBM SPSS Statistics Professional ♦ SAP
  - ♦ Microsoft Office Word, Power Point, Outlook, SharePoint
  - ♦ Proprietary in-house financial reporting systems ♦ Salesforce