

JANE DOE

City, ST
(000) 000-0000
email@email.com

PROFESSIONAL SUMMARY

Accomplished and goal-oriented CFO with over 25 years of experience in corporate finance, FP&A, and accounting. A solid history of uncompromising business goal achievements. Motivated leader with strong organizational and communication skills and a drive for excellence. Extensive direct experience in management, business leadership, and successful collaboration with the CEO, board of directors, vendors, Big 5 auditors, banks, and attorneys. Committed to innovative management techniques guaranteed to provide operational improvements and financial expansion. Successful in increasing revenue, decreasing costs, and negotiating contracts with clients, service providers, suppliers, and partners. Possesses comprehensive knowledge of audit, reporting, financial planning, financial analysis, budgeting, forecasting, product pricing, profitability analysis, tax, treasury, risk management, financial systems and mergers, acquisitions, human resources, and information technologies. Capable of leading colleagues, management, and staff through significant organizational change while focusing on leadership, teamwork, and performance excellence. With the strong financial and analytical skills necessary to succeed in a fast-paced and intense field, eager to master new challenges and contribute to the overall growth of the industry.

CORE COMPETENCIES

- Leadership skills
- Vendor management
- Strategic planning
- CPA
- Forecasting and budgeting
- Financial analysis
- Problem solving
- Mentoring skills
- Financial statements
- General ledger
- Human resources
- Cash management
- AR/AP
- Communication skills
- Analytical thinking

CAREER HIGHLIGHTS

- Demonstrated strong financial leadership and remarkable strategic decision-making abilities, resulting in an increase of annual sales from \$5m to \$56m
- Adept at developing a variety of financial models to analyze operational and financial results associated with specific projects and to provide a more complete picture of the company's financial position
- Successfully managed daily cash flow during multiple extremely challenging periods ensuring intact liquidity
- Achieved exceptional company growth and expansion resulting in a headcount increase from 20 to 92 employees
- Increased profit margins as a result of successful vendor and supplier terms and conditions for service agreements, with a focus on improving service levels and lowering per-unit costs
- Strong financial leadership and exceptional strategic decision-making ability resulted in an increase in annual sales from \$5m to \$56m
- Developed pitch book, business plan, and financial planning model for investment roadshows
- Instituted financial control policies and procedures and implemented a disciplined three-year budget process
- Developed a future business strategy to increase revenue and accelerate operations growth based on a profitability analysis
- Received GE award for development and implementation of the automated headcount reporting process
- Led a process improvement team that was responsible for a 50% reduction in selling-related expenses (\$2m)
- Successfully managed short-term and long-range budgeting process for three business units (\$1.0b)
- Managed \$1b in corporate borrowings and \$500m in long-term marketable securities
- Coordinated \$750m annual operating budget process using activity-based costing
- Led team implementation of new cash management and banking services relationship

PROFESSIONAL EXPERIENCE

Job Title 04/13 – Present
Company
City, ST

Job Title 06/09 – 04/13
Company
City, ST

Job Title 11/04 – 06/09
Company, City
ST

Job Title 03/98 – 11/04
Company
City, ST

Job Title 12/95 – 03/98
Company
City, ST

CERTIFICATION

Certified Public Accountant (CPA) 2003

Chartered Financial Analyst (CFA) 2001

EDUCATION

Master of Business Administration degree 1997
University, City, ST

Bachelor of Business Administration degree 1994
University, City, ST