

## FINANCE MANAGER

### Summary

Eclectic individual with 10+ years operations, finance and account management experience in small agency / start-up environments. Possess strong knowledge of and interest in digital marketing, broadcast media and communications.

### Experience

Finance Manager Mar 2015 to Current

Company Name i¼ City , State

- Responsible for all AP/AR functions, monthly bank reconciliations, and financial reporting including cash management and forecasting.
- Manage company payroll and administer employee benefits.
- Collaborate with Project Managers on budgets/actuals for project-level metrics.
- Responsible for year-end reporting in collaboration with CPA.

Project Manager Jun 2014 to Dec 2014

Company Name i¼ City , State

- Developed project proposals, estimates and timelines for a full suite of branding, marketing, messaging, and design services for both print and web.
- Performed press-checks and reviewed proofs to ensure quality color reproduction.
- Reviewed all work for typographical, grammar, spelling, and layout errors.
- Sought competitive bids for print and negotiated rates with vendors.
- Identified, developed and evaluated marketing strategies based on knowledge of client objectives and market trends.
- Collaborated with marketing and communications teams on standardization, design and production of marketing materials.
- Analyzed performance of all marketing programs to identify the best opportunities for optimization.
- Promoted brand awareness through SEO/SEM campaigns and attractive web design.

Bookkeeper Apr 2014 to Jun 2014

Company Name i¼ City , State

- Processed bank reconciliations and financial reports to verify practice of proper due diligence.
- Maintained accounts receivable documentation electronically and on paper.
- Researched and resolved collections and billing disputes.

Operations Manager Nov 2011 to Apr 2014

Company Name i¼ City , State

- Reconciled 11 corporate bank accounts retroactively to establish Quickbooks as a reliable and accurate representation of financial position.
- Streamlined and executed all Human Resources processes including benefits implementation and administration, recruiting, payroll.
- Produced seasonal promotional materials, from copy to design, leading to increased customer engagement and revenue.
- Coordinated and collaborated with advertising operations team on weekly email marketing communications; updated website regularly to feature new deals and discounts as per vendor advertising contracts.
- Coordinated all social, professional, and team-building events.

Service Administrator Jan 2008 to Jun 2011

Company Name i¼ City , State

- Served as liaison between clients and in-house service technicians regarding repairs, orders, and technical inquiries.
- Offered production support to clients to ensure camera packages were complete and ready for shoots.
- Staged and photographed high-end camera packages for sale on company website.
- Coordinated special events and orchestrated training classes on specialized camera systems for clients.

Office Manager Oct 2006 to Dec 2007

Company Name i¼ City , State

- Provided customer service and managed daily office operations of this design company focused on custom graphics- based fashion and home accessories.
- Developed long-term relationships with vendors and clients to help grow the overall business.
- Processed orders for multiple sales outlets including retail website, wholesale showrooms, department stores and boutiques.
- Maintained product inventory and supply management.

### Education

Long-Form Improv Washington Improv Theater i¼ City , State Currently a Level 4 Student in their 5-level curriculum.

Bachelor of Arts , Audio Arts & Acoustics 2002 Columbia College Chicago i¼ City , State

General Studies , Human Development & Family Studies 1999 University of Illinois ¼ City , State  
Skills

Quickbooks. Workamajig. MS Office Suite. InDesign. Photoshop. Concrete5 CMS. Â Google Analytics. GoogleDocs. Intervals. SEO/SEM.  
Social media. Digital and film photography. Proficient in both Mac and PC environments.Â