

FINANCE SPECIALIST

Summary

Highly motivated and results-oriented professional with two years of experience in high-pressure finance and accounting environments. Innovative and adaptive thinker who constantly seeks to improve efficiencies and profitability

Highlights

- Variance analysis
- Financial modeling
- Superior time management
- Account reconciliation
- Advanced Excel
- Salesforce
- Board Report preparation
- 10-Q and 10-K

Accomplishments

- Reduced cost of processing payments in accounts payables by 95% from approximately \$1.00 per check to \$0.05 per payment
- Team leader for new development process, Purchase Loan Accounting, and implementation of supporting SaaS, Evolv. Added \$300,000 to monthly income, or approximately 43% of EBT.

Experience

09/2014 to Current

Finance Specialist Company Name - City , State

- Added detail-oriented, results-driven, and efficient mindset to Finance team of five.
- Accounts payable, prepaid expenses, and fixed assets.
- Acquisition of Riverside Bank in December 2014 that increased total assets from \$550 million to \$850 million.
- Purchase Loan Accounting - M&A process that generated an additional 40% of monthly income:
- On the job learning opportunity that greatly improved troubleshooting and problem solving skills.
- Team leader in the implementation and use of software from Primatics Financial (Evolv).
- Coordinated with consultants, Primatics Financial staff, and coworkers to meet all project deadlines.
- Wrote procedures for monthly processing of Purchase Accounting and how to use the software.
- Responsible for the calculation of the fair value of the Acquired Loan Portfolio for regulatory reporting.
- 10-Q and 10-K proofing, editing, and updating of financial tables led to the development of a strong ability to interpret key business performance metrics.
- SNL Implementation: team leader in use of SNL web-based software (SaaS) that resulted in a live feed of general ledger data to be analyzed and transformed to a reportable format without reliance on Access databases.
- Investment activity
- General ledger and bank account reconciliations.

04/2014 to 08/2014

Deposit Operations Associate Company Name - City , State

- Four month bid with Deposit Operations department to gain an introduction to banking.
- Daily activities: Items processing, ACH file verification, and incoming/outgoing wire operations.
- General ledger reconciliations.
- Wrote and updated procedures.

09/2012 to 05/2013

Accounting Associate Company Name - City , State

- Accounts payable / receivable process
- Worked independently to set up an automated 1099 process in accounting system, Inacct.
- Interacted with IRS representatives and researched regulations in regards to 1099-INT/MISC requirements.
- Reconciled lending bank account and booked principal and interest for loans receivable.
- Used Salesforce (core software) to upload lending activity to Intacct (financial software).
- Booked realized and unrealized FX gains, losses and hedging adjustments.
- Revaluated principal outstanding in foreign currencies due to monthly exchange rate fluctuations.
- Worked closely with Controller to produce financial statements through accounting software (Intacct) and not excel.
- Ensured consistency and accuracy of data relayed across multiple departments

07/2012 to 08/2012

Community Consultant Company Name

- Volunteered in Guatemala to help a Microfinance organization improve community outreach.
- Performed marketing and sales campaigns with local entrepreneurs in rural communities.
- Empowered individuals by providing access to vital and affordable products (i.e. glasses, water filters, and solar products)

- Managed team of eight to conduct sales and market research for solar products in urban and rural areas.
- Translated qualitative data into quantitative data in excel and used a PowerPoint presentation to present our findings.

Education

05/12

Bachelor's of Science : Finance Bentley University - City , State GPA: GPA: 3.33 Dean's List, Spring 2009, Dean's List Fall 2010, President's List Fall 2011

Major GPA: 3.33

Academic Achievements: Dean's List, Spring 2009, Dean's List Fall 2010, President's List Fall 2011

Select One : International Business Universidad de Navarra - City , State , Spain

Study Abroad Program 08/2010-06/2011

- Challenged personal boundaries by immersing myself in the Spanish culture for an academic year.
- Embraced the opportunity to build new relationships by participating in a program where I knew no colleagues prior.

Languages

Advanced Spanish

Interests

Carpentry, globalization, international economics, sailing, social and economic development, sports, and technology.

Skills

accounting software, accounts payable, banking, databases, fixed assets, prepaid expenses, marketing and sales, Access, Excel, Microsoft Office Suite, PowerPoint, ORACLE, Peachtree,