

JANE DOE

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PROVEN AND DYNAMIC FINANCIAL EXECUTIVE

**Finance • Accounting • Project Management • Business Expansion and Startups
Financial Modeling • Financial and Operational Management • Strategic Planning • Mentor
Reporting and Analysis • Revenue and Recourse • Budget Development and Management • GAAP
Policy Formation and Implementation • Pricing and Profitability • Mergers and Acquisitions**

Energetic and results-driven financial leader with more than 25 years of progressive experience formulating and executing financial, accounting, and operational strategies. Proven history of improving profitability through planning, financial management, reporting, and analysis. Demonstrated ability of leading, managing, and motivating business units to develop and implement strategies that increase revenue and reduce costs. Versatile and disciplined executor with practical forward thinking and the ability to present complex financial models in everyday terms to cultivate relationships and foster team work.

PROFESSIONAL EXPERIENCE

ACME PAYMENT SOLUTIONS, INC.

Nashville, Tennessee

(Founded in 2004, ACME Payment Solutions is one of the fastest growing acquirers in North America providing full service payment technology and services to Trade Associations, Affinity Partners, Community Banks, Large Corporations, Integrators, and Merchants.)

Controller, Senior Vice President of Finance and Accounting

2004 – Present

Recruited by the CEO and CFO as Controller with full responsibility for the strategic planning, development, and leadership of the entire corporate finance organization for a start-up payments processor. Directed financial planning, forecasting and analysis, accounting, payroll, tax, treasury, budgeting, pricing and profitability, Business Intelligence requirements, and administrative functions; while managing 7 direct reports in finance/accounting and operational management.

- Hired in the very early stages of a startup and have managed and forecasted revenue growth of \$1 million in 2008 to \$15 million in 2013.
 - Responsible for leveraging and controlling cost and expense, while building and protecting infrastructure, \$4.4 million in 2008 to \$15.7 million in 2013.
 - Led financial due diligence in securing \$80 million capital raise.
 - Implemented Dynamics GP and Management Reporter to provide greater financial controls and allow for expanded IT operations throughout the finance function; resulting in measurable improvement in data accuracy and long-range business planning.
 - Assisted in development and load of data to a data warehouse improving integrity and accuracy in revenue recognition, reporting, and forecasting.
 - Financial statement preparation, including budgeting, forecasting, financial analysis, pricing, and profitability.
 - Prepared board packages, including financial statements, variance analysis, and commentary supplemental reporting.
 - Coordinated and administered sales commissions and extensive partner compensation.
 - Implemented accounting control through sustainable operational policies and procedures.
 - Developed and managed operational data management.
 - Implemented a cross functional middle management team to address and execute company-wide initiatives.
 - Led development and implementation of company-wide CRM system.
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PROFESSIONAL EXPERIENCE *(continued)*

XYZ, INC. New York, New York **1994 - 2004**
(Formerly known as ABC, XYZ is a major processor of credit card transactions and a subsidiary of 123 Corporation.)

Vice President, Program Management **2004 - 2007**

Held responsibility and accountability for the coordinated management of complex, enterprise-wide initiatives directed toward strategic business objectives, in both domestic and international environments; while managing up to 15 direct reports.

- Responsible for a capital transition budget of \$20 million to consolidate more than 130 staff, building new facilities, and converting merchants to proprietary processing systems for conversion of a European acquisition of 100,000 merchants.
- Managed a capital transition budget of \$5 million for a domestic acquisition of 53,000 merchants. This included the consolidation of more than 400 staff, facilities, technology and converting merchants to proprietary processing systems.
- Managed all financial aspects, including tracking, forecasting, and reporting, of a \$25 million capital project to develop and launch an international processing platform.
- Managed multi-faceted teams of technical, practical, and operational project managers in product rollouts, platform builds, and card scheme compliance.

Vice President, Financial Planning and Analysis **2000 - 2004**

Promoted after a large acquisition consolidation to ensure all business units were financially functioning in the most efficient and productive manner.

- Assisted in the management of all financial aspects of a \$120 million integration budget and \$300 million in cost saves (over a 5 year period) as the Lead Participant for the acquiree, Nova, in the US Bank/Nova integration.
- Oversaw all aspects of Financial Planning and Analysis working closely with major business units (Business Development, Operations and Information Technology) to prepare annual budget, monthly forecast, and weekly revenue and expense tracking.
- Assisted in organizing a company-wide prioritization process to include extensive return on investment analysis, revenue enhancement, and cost saves. Also, tracked and reported actual adherence.
- Finance Lead on the executive capital expenditure committee responsible for packaging and presenting capital projects.

Operations Controller **1999 - 2000**

Responsible for consolidating more than 13 individually run acquisition subsidiaries into corporate finance, accounting, and reporting.

- Realized annualized payroll savings of \$2 million and other expenses of \$1 million.
- Eliminated regional accounting departments, reducing cost and headcount, by transferring all financial processes to the corporate office.

Assistant Treasurer **1994 - 1999**

Quickly promoted to oversee all aspects of capital management.

- Managed Accounts Payable, Partner Compensation, Cash Management, and Budgeting.

Director, Cash Management **1992 - 1994**

Recruited to manage investments and related debt facility prior to initial public offering.

- Administered daily cash and debt management.
- Devised initial corporate investment strategy.

PROFESSIONAL EXPERIENCE *(continued)*

FAKE COMPANY San Francisco, California **1985 - 1994**
(Formerly Placeholder Company, Fake Company serves more than 50% of American hospitals, 20% of physicians and 100% of health plans as the largest pharmaceutical distributor in North America and provider of health information technology, medical supplies, and care management tools.)

Manager, Accounts Receivable **1994 - 1996**
 Responsible for overseeing Accounts Receivable department and supervising 7 regional, collections personnel.

- Implemented timely automated lockbox reporting process.
- Reported weekly cash receivable status to executive management.

Manager, Cash Management **1992 - 1994**
 Responsible for administering daily balancing of all operating and investment cash accounts and overseeing extensive weekly cash forecast procedures and projections within Accounts Receivable and Accounts Payable departments.

- Managed a \$40 million debt facility through several LIBOR tranches and investment sweeps.
- Administered daily balancing of all operating and investment cash accounts.

Manager, Accounts Payable **1990 - 1992**
 Responsible for overseeing Accounts Payable department, accurate processing of invoices, purchase orders, and expense reports, while supervising 4 clerks.

- Reconciled general ledger accounts and resolved any discrepancies.
- Maintained adherence to corporate, accounting, and GAAP standards.

Corporate Staff Accountant **1985 - 1990**
 Responsible for processing multi-state payroll and commission payments for 400+ employees utilizing ADP.

- Handled accounts payable for vendors and employees.
- Prepared and posted month end entries and accruals.

ADDITIONAL SKILLS/EXPERIENCE

- CPA
- Microsoft Office Suite
- QuickBooks
- Reporting
- Dynamics GP
- AICPA
- GSCPAs
- Nature Center Board of Trustee
- Women Steering Committee
- University Alumni Board of Directors

EDUCATION

THE UNIVERSITY OF AMERICA
Bachelor of Business Administration Degree
 Accounting

Wilmington, North Carolina
 1985