

Jack Q. Sample

25 Lolk Street _ Hollywood, FL 33330 _ (954) 555-5518

SUMMARY OF QUALIFICATIONS

FINANCE & MANAGEMENT PROFESSIONAL

Highly skilled professional with in-depth experience in sales, financial analysis, and management service oriented with a proven ability to provide team-spirited leadership. Focused on profit and the maximization of productivity and profits by fostering independent decision making and inspiring/developing others to work at their highest level. Skilled in motivation and communication of employees to enable them to see where they fit in the company as a whole. Very cost conscious, high efficiency, and experienced in the vast areas of management. Willing to travel or relocate.

PROFESSIONAL EXPERIENCE

Staff Accountant / Financial Analyst **Asset Return Group, Inc** **2001-Present**

- Rotation of assignments including the organization and maintenance of the general ledger using Quickbooks 2003.
- Manage daily accounting responsibilities, including receipts and credit card documentation.
- Responsible for inventory management, ordering, and stocking.
- Develop reports on management consulting in the following areas: provide regular insight into the Company's operations, the risk and opportunities facing the business, cash flow, liquidity, profitability and leverage to which is communicated with Company Presidents.
- Reconcile, research, and resolve open items in a timely manner.
- Direct control of operations, asset utilization, analysis, and management of assets.
- Initiate, negotiate and close acquisitions and divestitures.
- Demonstrate abilities to improve profitability through market research and analysis.

Office Associate / Assistant Manager -- **ABC Grocery Stores** **1994-2001**

- Responsibilities included the management of internal controls revolving cash procedures including deposits, reconciliation's, and safe counts.
- Supervised daily reconciliation's of point of sale operations.
- Assimilation of company goals/objectives involving the analysis and administration of operational procedures, annual budgets, and future projections.
- Focused on identifying potential problem areas, minimizing issues, and formulating and executing competent solutions.
- Utilized verbal communication and listening abilities to identify customer needs and/or problems; superior grasp of product knowledge.
- Collaborated with store management on budgeting, purchasing, marketing and merchandising strategies.
- Maintained and encouraged high level of ethics through employees to optimize customer service.

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EDUCATION

Bachelor of Science in Business Administration – Finance, 2001

Your University, Your City, FL

G.P.A. in major 3.25 / 4.0

Relevant courses taken include the following:

Business Finance	Financial Markets
Investment Analysis	Intermediate Corporate Finance
Financial Models	Portfolio Analysis and Management
Financial Accounting	Managerial Accounting
Management	Marketing
International Business	Strategic Management

SKILLS

- Devoted, high energy; worked 40 hours a week while attending school full time as well as being employed at the same company for over 7 years.
- Dependable and enthusiastic individual who excels in competitive and challenging environments.
- 70 wpm typist
- Quickbooks Pro, Microsoft Office including Excel, PowerPoint, Word, and Access, DOS, Windows XP, Netscape, Microsoft Internet Explorer, Outlook.
- Problem solving skills: Routinely mediate problems concerning financial issues. Negotiate payment plans and resolve account discrepancies to the ratification of both the client and the company.

REFERENCES

Furnished upon request.