

JOHN SMITH

SUMMARY

A results oriented Finance professional with demonstrated accomplishments in financial organizations. Solid analytical skills with application to effective problem solving. Excellent organizational skills and the ability to handle multiple tasks and prioritize accordingly. Capable of taking on challenges and meeting tight deadlines. Pursuing Master of Sciences in Finance (MS in Finance).

FINANCE EXPERIENCE

Financial Analyst, JP Morgan Chase, Frederick, MD March 20XX-Present

- Perform review of commitments and obligations in accordance with Financial Management Regulations
- Communicate for corrective modifications and with performing activities for Reimbursable Work Orders
- Review discrepancies on contracts between accounting systems, payment systems and treasury records to ensure financial transactions are accurate
- Reconciled Problem Disbursements including Negative Unliquidated Obligations (NULOs), and Unmatched Disbursements (UMDs)
- Research aged commitments and accounts payable balances and correct problems
- Retrieve and review pertinent documentation to determine appropriate corrective action
- Submitted corrective packages for accounting, payment and treasury records with supporting documentation (standard and customized reports) from financial systems

Financial Analyst, Savage Investments, Baltimore, MD March 20XX – September 20XX

- Processed, monitored and executed funds commitments, obligations and expenditures for Operation and Maintenance (OMN) funding documents and resource allocation transactions
- Used Program Budget Info System (PBIS) for planning, forecasting and program budgeting
- Completed ad-hoc reports and analysis on status of funds
- Supported policy research and editing of Standard Operating Procedures to improve functionality
- Assisted in developing draft training requirements for the Financial Management staff

Jr. Financial Analyst, Bank of America, Baltimore, MD May 20XX - September 20XX

- Reviewed loan applications and the financial information of the customers
- Provided research and developed process improvements. Created a macro in LPS software i.e. Loan processing software to reduce the steps in reviewing the loan application
- Recognized several times for outstanding work during the job tenure

Financial Advisor, Chase Bank, Baltimore, MD November 20XX – February 20XX

- Proven track record reducing delinquencies and bad debt, maximizing recovery, improving quality assurance
- Improved cash flow to collections and reduced bad debt by \$1,569,000 in the month August 20XX
- Recognized and rewarded in the month May and August 20XX for excellent performance
- Averaged \$2,100,000 for outside recovery which is 150% of goal

Financial Consultant, Chase Bank, Columbia, MD June 20XX-December 20XX

- Compiled, reviewed and analyzed financial data
- Assisted members of the IFO (Integrated Finance Organization) project team with the upgrade and implementation of PeopleSoft Financials
- Ensured that all deliverables for the flow, design and operation of PeopleSoft Financials were signed and available for the upcoming audit
- Researched data for and assisted in the preparation of management, operations, technical and administrative reports
- Utilized management memoranda, fiscal and operations reports and data to complete assignments

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ADDITIONAL EXPERIENCE

Staff Accountant, Equal Investment Associates, Frederick, MD May 20XX-June 20XX

- Generated financial statements and produced product cost report
- Analyzed data for production planning
- Prepared journal entries, invoices, performed reconciliation and monitored accounts receivable collections
- Maintained and reported daily cash management and assisted with annual financial statement audit
- Maintained all the fixed asset data from purchasing and accounts payable in accordance with company policy

Teller (Intern), Bank of America, Baltimore, MD August 20XX-December 20XX

- Receive checking and savings deposits
- Process withdrawals
- Cash checks: Verify endorsement, receive proper identification and ensure validity
- Respond to customer enquires
- Cross-sell bank products and services

TECHNOLOGY

- **Skills:** Microsoft Office (Word, Excel, PowerPoint, Outlook, Access, Project, Visio), Adobe
- **Systems:** Computer Optimized Batch Reconciliation Application (COBRA), Mechanization Of Contract Administration Services (MOCAS), Standard Accounting and Reporting System – Headquarters Claimant Module (STARS-HCM), Standard Accounting and Reporting System – Field Level Module (STARS-FL) Web-based Interactive Stars History (WISH), Department of the Navy Obligation Review System (DONORS), Automated Funding Document System (AutoDoc), Electronic Document Access (EDA), Corporate Document Management System (CDMS), TeamCenter, Hyperion, Oracle, Collections Information Repository (CIR), Unified Financial Management System (UFMS), Business Objects

EDUCATION

University of Baltimore/Towson University, Baltimore, MD
Master of Business Administration-Class of 20XX

Towson University, Towson, MD
Bachelor of Science in Business-Accounting- 20XX

PROFESSIONAL AFFILIATIONS

Financial Planning Association	May 20XX-Present
Financial Management Association	May 20XX-Present

Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy