

FIRST NAME, CPA

Street Address • City, State 11022 • (555) 555-1212 • name@emailaddress.com

PROFILE

Talented and accomplished Finance professional with background in Accounting, Business Finance, and Auditing. Proven ability to oversee all corporate financial operations. CPA with previous experience as corporate auditor. Adept at budgeting, forecasting, business analysis, project management, risk management, and general business operations. Excellent presentation and communication skills.

LICENSURE

Certified Public Accountant (2002)

PROFESSIONAL EXPERIENCE

Company Name, City, CA 2002 – Present

Controller / Project Manager

- Supervise daily business operations, including finance, human resources, marketing, and on-going projects for \$7 million contracting firm. Supervised and trained staff of 10.
- Manage accounting, including accounts payable and receivable. Prepare and administer \$4 million annual budget. Perform forecasting and financial reporting.
- Prepare and submit project bids, review project plans, and deliver price estimates. Oversee entire project lifecycles, ensuring all projects completed on time, within budget, and according to specifications.
- Reduced costs. Selected and approved sub-contractors and negotiated agreements.
- Increased total revenue from \$3.5 million to \$7 million by increasing marketing and improving services.
- Streamlined expenses 15% by implementing standardized controls and reducing staff.
- Negotiated new contracts with vendors and service providers to increase profitability.

International Accounting Firm, City, CA

1999 – 2002

Senior Auditor

- Performed financial audits and due diligence of client base consisting primarily of biotechnology and software firms. Ensured compliance with all SEC regulations.
- Audited internal controls, reviewed finances, and led investigations to support IPO actions.
- Supervised major engagements and audit teams, prepared reports for on audit findings.
- Ranked Number One in Class for 2001 and 2002.

EDUCATION

BS in Business Administration, San Diego State University, San Diego, CA (2000)

- Emphasis in Accounting
- Graduated magna cum laude, 3.79 GPA
- Graduated with Distinctions in Accounting and in Business Administration
- Completed Internship with PriceWaterhouseCoopers in 1999

MILITARY HISTORY

Sergeant, United States Marine Corps (1995 – 2001)

- Earned Meritorious Mast (2x); National Defense Medal; Meritorious Unit Commendation

COMPUTER SKILLS

Windows, MS Office, Lotus Notes, Quickbooks, MasterBuilder, proprietary accounting software

ORGANIZATIONS AND ASSOCIATIONS

American Institute of Certified Public Accountants (AICPA)

Board Member, Century City Chamber of Commerce

Building Owners and Management Association (BOMA)