
JANE DOE

Finance Manager

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"I've managed Jane at Company A and her in-depth industry expertise and leadership has been instrumental in enhancing cash flow and financial efficiency."

- John Smith, CEO, Company A

Highly motivated, analytical, and ambitious Finance Manager with comprehensive experience leading global treasury operations, finance, and general accounting activities. Have a track record of success in improving cash flow, maintaining financial efficiency, and administering a multimillion-dollar M&A deal. Equipped with strong leadership skills and dedication to manage and train junior team members in order to achieve the desired results. Possess excellent verbal and written communication skills to converse with senior management and external partners. Exhibit effective time management skills to meet deadlines while maintaining high-level accuracy and attention to detail. Looking for a challenging Manager - Private Equity Fund Accounting role within the venture capital & private equity industry.

KEY SKILLS

Cash Management | GAAP | Training and Development | Negotiating Skills
Financial Models | Accounts Payable/Receivable | Budgeting & Forecasting
Financial Analysis | Process Standardization | Financial Planning & Strategy

PROFESSIONAL EXPERIENCE

Company A • Las Vegas, NV

Treasury Manager

Jun 2018 - Present

[Company A](#) is a \$1B+ commercial construction rental equipment company operating throughout the US and 8 foreign countries.

Responsible for the governance of the treasury operations function, including cash forecasting, revenue, and overall finances of the company to drive value creation and maximize cash liquidity. Report to Chief Financial Officer (CFO), supervise a treasury analyst, and administer a debt portfolio of \$1.2MM.

- Lead process improvements; assess current practices, identify gaps, and make recommendations; automate accounting and reporting processes; reduced transactional and routine tasks, enabling the team to focus more on value-added services
- Oversee bank reconciliations and general ledger entries; produce and review all financial statements; administer financial controls audit from commercial banks and accounting firms; **cleaned and reconciled intercompany balances of 20 entities**
- Create and **manage cash flow forecasts and budgets for the company and its 8 international subsidiaries**; review financial data and conduct in-depth financial analysis to identify historical patterns and develop projections; enabled informed business planning and investment decision making
- Support capital market activities: run all bank-related compliance, including Officer's Certificates, permitted Investment Tests, and financial statements for **\$1.15B+ in asset-based lending and publicly-traded bonds**; manage due diligence and investing relationships with prospective institutional investors; automated systems, resulting in greater efficiency
- Assisted in the negotiation of the ABL LIBOR rate calculation, **yielding an annual interest expense reduction of \$250k+** throughout the term of the loan

Company B • Las Vegas, NV

Director of Finance

Nov 2014 – Jun 2018

[Company B](#) is a boutique private equity firm specializing in consulting businesses ranging up to \$20MM in market capitalization.

Responsible for managing the planning and implementation of the company's finance activities, including financial controls, due diligence, and valuation to drive profitability and business initiatives' long-term success. Reported to Managing Director and managed a team of 7 members.

- Developed and implemented new processes and procedures for accounts receivable, accounts payable, general ledger, and payroll; assessed existing policies and practices and made recommendations to increase automation of reconciliations and journal entries; improved efficiency

- Administered the preparation of timely and detailed reports on the firm's financial performance; utilized internal software systems to build multiple financial statements, including balance sheets, income statements, and cash flow statements; conducted analysis and reported to senior leaders; ensured accuracy and completeness
- Conducted B2B and B2C financial services consulting for multiple clients, including a publicly-traded company; reviewed press releases, reconciled financial statements, provided financial advice, and interfaced with OTC exchanges; enabled some companies to secure loans and investments and ensured proper statements were in place
- Built brokerage relationships with multiple Fortune 500 insurance companies to support client prospecting activities; leveraged excellent communication skills in training and licensing 7 new agents; **established Emerald Risk Solutions' insurance arm as Fortune 100 insurance company's top independent broker in Las Vegas**
- Served as a Regional Controller; led and developed a team of 7 accountants by employing relationship building and performance management techniques; **enabled the team to deliver timely and accurate financials for 150+ property management clients**
- Built PE valuations and performed due diligence to ensure compliance with internal controls and applicable legal requirements; leveraged progressive accounting functions experience to forecast revenues, EBITDA, cash flows, and payback periods

Company C • Las Vegas, NV

Accounting Manager

Jun 2013 – Nov 2014

[Company C](#) is a \$100MM+ commercial laundry company focusing on major hospitality and casino customers.

Responsible for the administration of account receivables department functions to drive financial stability. Reported to Chief Financial Officer (CFO), led 2 direct reports, and entrusted to develop budgets.

- Facilitated **\$200MM+ mergers and acquisitions (M&A) deal** in collaboration with CEO, CFO, and investment bankers; coordinated with the M&A transition team to manage the on-boarding and implementation of new HR and accounting systems; formed the world's largest commercial laundry conglomerate
- Administered general accounting functions; managed general ledger, reviewed journal entries, and conducted bank and balance sheet reconciliations; constructed financial statements for both internal and external use; served as a point of contact for detailed correspondence of accounting and financial data related to financial transactions; ascertained timely and accurate reporting
- Led the development and maintenance of corporate-wide budget and incentive programs; interfaced with regulators and third-party auditors to manage all banking, governmental, and independent audit; ensured continued profitability and sustainability

PROFESSIONAL CERTIFICATIONS

Organization A • FINRA/NASAA Series 65	2015
Organization B • Property & Casualty Insurance	2015
Organization C • SOA/CAS P (Probability) and FM (Financial Mathematics)	2012
Organization D • Life & Health Insurance	2011

EDUCATION

University A • Master of Science in Finance	2020
University B • Bachelor of Science in Finance	2012

TECHNICAL SKILLS

Microsoft Office Suite (Microsoft Excel, Microsoft Word, Microsoft PowerPoint), Treasury Management Systems, SAP, QuickBooks Online, Great Plains, Tagetik, Linenmaster; Prophet 21, Infinium, Rentalman, OnBase