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**John Doe**

STEADMAN & STEADMAN, New York, NY January 2014 – Present

Account Director

Maintain and update 5 budget spreadsheets for various projects and reconcile errors. Assist principals in drafting and editing memos, reports, and proposals. Perform routine clerical tasks like mailing, copying, faxing, filing, and scanning. Support close communications with company executives, the board of directors, and investors.

* Increased office efficiency by introducing new project management software, reducing the company’s labor costs by 5%.
* Developed and implemented the organization’s 1st financial controls and reporting system.
* Conduct numerous training strategies for sessions with the Junior Staff Members.

MICRO COMMUNICATIONS, New York, NY June 2006 – December 2013

Sales Director

Coordinated and organized internal control projects with an annual budget of $40 million+. Developed formal dashboards to communicate results of audit activities to senior management. Managed multiple client accounts totaling over $75 million. Processed, examined, and certified administrative receipts and disbursements. Tracked metrics and performance indicators. Assisted external auditors with document collection for audits. Performed monthly reconciliations and account analysis.

* Trained and coordinated a team of 10 experienced in-house financial analysts.
* Conducted and oversaw periodic financial audits.

***Education***

*Master of Science in Accounting, Southern New Hampshire University, Manchester, NH*

*May 2006*

*Bachelor of Science in Accounting, Southern New Hampshire University, Manchester, NH*

*May 2004*

***Additional Skills***

* *External & Internal Reporting*
* *Financial Analysis & Planning*
* *Project Management*
* *Cost Reduction*
* *Program Development*
* *Continuous Process Improvement*
* *Leadership Skills*
* *New Business Development*
* *Regulatory Compliance*

Professional Experience

Seasoned Management Executive with 10+ years of progressive experience managing business office functions and providing executive level support to principals. Superior interpersonal and analytical expertise with a flair for increasing organizational cohesiveness and profitability through recruitment, talent assessment, and employee engagement. Dynamic entrepreneur with ability as a business leader to critically evaluate and respond to rapidly evolving financial environments. Utilize leadership expertise and business management experience to align financial activities with organizational goals, fostering business growth.

***Accountant Manager ManaMMjKJHAFKJHSD DJSKLFDSLKVN***

Career Objective

🕿 (XXX) XX XXX XX 🖂 mail@somemail.com 📭 City, State