

# First Name Last Name

name@company.com.au | 0459 389 384

## EDUCATION

---

### The Institute of Chartered Accountants

Graduate Diploma of Chartered Accounting

**Brisbane, QLD**

Expected: March 2015

- **Completed:** Management accounting and applied finance; Advanced corporate taxation

### Non-Target University

Bachelor of Business and Commerce (Accounting)

**Non-Target Location, NSW**

January 2009 - November 2012

- **GPA:** 3.29 / 4.00 (Distinction Average)
- **Sub Majors:** Finance, Commercial Law, Finance Law, Financial Planning

## BUSINESS EXPERIENCE

---

### Construction Company Pty Ltd

Finance and Accounting – Graduate

**Brisbane, QLD**

December 2012 - Present

#### *Major Projects Division*

- Maintain a lead role in the management of the Company Name Joint Venture (CNJV) accounting and finance process. This includes the timely preparation of reports and analysis for use by the JV committee.
- Developed and maintained a sound working relationship with both XXXX and XXXX staff. Providing direct reports to the global tax specialist and financial controller for XXXX.
- Lead role in the financial analysis of Industrial Project prospective clients. Providing key management personnel with a thorough report on both financial and contractual data in regards to potential projects. This report is used as a tool to both influence decision making and satisfy Leighton Holding procedures.
- Proactively developed and implemented an automated, streamlined end of month tool. This tool has been used to further enhance collaboration of team members and to drive efficiencies within the business unit.

#### *Mining Division*

- Detailed cost modeling analysing the potential benefits of an investment in new explosives technology in partnership with Other Company. The study identified significant potential savings in the costs associated with overburden removal.
- Lead role and developer of a spreadsheet for use in the analysis of an updated enterprise bargaining agreement model. The model identified substantial potential savings in the areas of bonus payment KPI's, apprentice payments and coal removal bonuses.
- Management of two of the biggest supplier contracts on site being XXXX (\$Xm/month) and XXXX (\$Xm/month). Regular correspondence with subcontractor contacts in regards to amendments and pricing agreements.

### Generic Funds Management Company Name

Funds Management & Trading – Analyst (Internship)

**Sydney, NSW**

July 2012 – December 2012

- Detailed analysis on portfolio stocks for weekly client newsletter. Analysis included the formulation of ratios/ graphs and a general narration on the outlook for the particular investment market.
- Review client positions and evaluate prospective investments to consolidate gains and minimise exposure to market risk.
- Designed and modeled a trading strategy known as 'pairs trading'. Executed client orders live.

### Mid-Tier Accounting Firm

Business Services and Corporate Taxation - Cadet

**Parramatta, NSW**

January 2009 – June 2012

- Provision of advice in regards to tax effective structures, preparation of annual financial statements and the completion of tax returns for entities up to \$20m turnover.

## SKILLS, ACTIVITIES & INTERESTS

---

**Technical Skills:** Excel modeling and VBA (Macros), JDE, Really Real Time, Black Line, Bloomberg, Hyperion

**Activities:** Founding member and volunteer for XXXX (Charity)

**Interests:** Corporate triathlons, cycling, public speaking (Toastmasters), debating and politics