**SUMMARY**: 5 years of financial analysis experience - 1 at a large hospitality corporation and 4 as a self-employed financial consultant. Demonstrated success in both corporate team environments and solo entrepreneurial roles. History of building relationships and communicating with people of varying ranks and education levels.

## EDUCATION AND CERTIFICATIONS:

MS in Financial Planning and Taxation from **Unimpressive University (August 2015)**

BA from **Top 20 University**

CFA Level II Candidate

## ADVANCED MICROSOFT SOFTWARE SKILLS:

- PivotTables
- VLOOKUP and HLOOKUP
- Nested IF functions
- PowerPivot and SQL queries
- MS Access and relational databases
- Experience with Great Plains

## WORK EXPERIENCE:

**Financial Business Analyst II,** Anonymous Hospitality Company – ($250M revenue and 10k employees) (*August 2014 – Present*)
- Reviewed invoices for AR, ultimately recovering $100k of missed profits
- Provided financial analytics and support for operations personnel at 150 cost centers:
  - Modified revenue collection models to reflect new business lines, taxes, or cash collection
  - Created annual budgets for 70 sites ($30M in operating revenue)
  - Constructed pro formas, resulting in 25 successful deal changes
  - Designed custom pitchbooks for proposed rate increases, resulting in $55k annual profit
  - Reviewed KPIs and performed other business analysis
  - Provided "Proof of Performance" reports
- Supported the President and COO with concise updates and variance explanation
- Calculated accruals (payroll expenses, parking rents, etc) for General Ledger

## HIGH-VISIBILITY AND KEY PROJECTS:

**Incentive Tracker:** Consolidated financial performance and labor KPIs into an automated report, allowing 12 regional executives to monitor their district managers' eligibility for bonuses.

**Parking Rate Recalibration:** Showed Revenue Operations how many vehicles each site parks per month, broken down by revenue stream. Revenue Operations used this file to justify rate increases at 10 client sites, resulting in an additional $400k of operating income/year.

**Threshold Tracker:** Organized customized billing information into a consolidated file for the Revenue Operations executive, which ultimately addressed 25 queries per month.

**Consolidated Budget File:** Created a user-friendly and automated file that consolidated next year's budget information for 600 cost centers.

**CRM Database:** Converted 3,000 paper contracts into a modernized and standardized database, which resulted in more accurate revenue capture, higher client retention, and more comprehensive reporting to our private equity stakeholders.

**Training Program:** Created the finance department's first structured training curriculum, which accelerated training for 3 new hires. It included SOPs, Excel demonstrations, and drills for 15 different routine tasks.