

Hour of Our Delight: Cosmic Evolution, Order, and Complexity

SAMPLE J. CLIENT

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Vice President of Expense Control & Analysis
Confidential Company, New York, NY and Hong Kong

Aug. 2006 – March 2008

Began in New York office and transferred to Hong Kong in order to oversee monthly reporting and budget analysis. Administered monthly close, including forecasting as well as coordinating financial reporting with teams from the front and back offices in Hong Kong, Tokyo, Singapore, and India. Controlled global fixed income and corporate real estate budgets. Managed \$10M real estate budget including corporate building allocations, monthly accruals, and project expense management.

- Shortened processing time by three days by redesigning accrual calculations and implementing tighter reconciliation controls.
- Directed balance sheet reconciliation of \$5M in accruals that had previously been overlooked.
- Identified more than \$12M in potential travel savings.
- Created automated real process including improvements to approval process and investigation of key variances.
- Reviewed and prepared monthly commentary, variance analysis, and presentations for senior management in Asia and U.S.
- Overhauled expense control reporting including identifying data integrity issues and redesigning report creation procedures.

Finance Manager

Feb. 2006 – Aug. 2006

Confidential Company, New York, NY
Hired to overhaul and streamline accounting procedures due to U.S. restructuring. Managed multistate sales tax, cash projections, and state corporate reporting. Handled the monthly close and reporting for three business units and 14 stores. Prepared financial reports for Hong Kong office.

- Improved efficiency by eliminating unnecessary reporting and implementing new, streamlined controls and reporting for AP/AR and payroll.
- Brought AP from 80% behind schedule to even with remaining balances related solely to intra-company activity.
- Handled quarterly and annual closes, and annual budgets, while troubleshooting various accounting and control issues.
- Increased productivity and morale by clarifying roles, bringing in new staff, and eliminating the need for overtime.

International Business Analyst

Jan. 2001 – Feb. 2006

Confidential Company, New York, NY and Chiba, Japan
Transferred to Japan in Oct. 2001 as part of U.S. startup team acting as internal consultant to Japan's senior management and reporting directly to U.S. VP and controller. Independently investigated and solved company-wide issues, working with senior management to address margin control, call center and warehouse KPIs, labor planning, and inventory control. Managed multiple areas including merchandising, warehousing, sales, forecasting, and call center resource planning.

- Contributed to 3-year 98% sales jump and 73% staff increase by proactively identifying control issues.
- Shortened budget vs. actual reporting from one week to one day by creating automated capital database.
- Created all Excel financial models and Access databases, annual sales forecast, and headcount control.
- Implemented accounting closing procedures, reserve accounting calculations, and capital approval procedures.
- Administered \$14 million capital approval process including 18-month capital plan.
- Managed monthly analytical and accounting reporting including variance analysis and commentaries for Japan and U.S.

Retail Business Developer

Jan. 1996 – Jan. 2001

Confidential Company, New York, NY
Collaborated in creation of several million-dollar businesses still in operation. Directed all accounting activity including auditing and forecasting, as well as business planning, operations, and staff training. Businesses include:

- ABC Furniture and Designs (17,000-sq-ft. interiors store)
- ABC Towers (15,600-sq-ft. shopping plaza)
- The Pinnacle (family entertainment center with 32 bowling lanes)
- The Looking Glass (art gallery and coffee shop/bakery)

PROFESSIONAL DEVELOPMENT

D.B.A., International Management, Confidential International University, Paris, France (*Completion: July 2011*)
Part-time doctorate course studies include: Project Management, CRM, Corporate Valuation, Negotiation, Intellectual Property, Branding, Advanced Corporate Finance, Corporate Entrepreneurship
M.B.A., Finance and Accounting, Confidential School of Global Management, New York, NY
M.P.A., Management and Policy Analysis, Confidential University, New York, NY
B.A., Political Science, Confidential University, New York, NY

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