

## Vice President & Treasurer

# ROBERT SMITH

Phone: (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website: [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,  
Alabama

## Objective

Vice President & Treasurer with a strong leadership ability in handling financial matters. Highly motivated professional focused on incorporating ethical accounting principles. Analytical mindset seasoned with budgeting and forecasting situations. Knowledgeable in risk management processes and procedures. A seasoned executive in the corporate world managing employees.

## Skills

Documentation, Maintains Confidential Information, Client management, Problem Analysis & Solution

## Work Experience

### Vice President & Treasurer

**ABC Corporation** - 1999 – 2007

- Worked with the treasury department to managed and supervised international and local funds and directed their execution and decision making on a day to day financial activities.
- Performed auditing, banking, investment, and cash management.
- Developed implemented and controlled budgets for specific programs and prepared a strategic plan.
- Analyzed and interpreted complex accounting records of financial statement and presented to the board members for review.
- Interfaced with team members, senior executives, providing timely financial information and with internal and external auditors to conduct an annual financial audit.
- Prepared a short-term and long-term project and supervised the assigned project.
- Analyzed the comparative financial statement and budget and identified the strength, weakness, opportunity and took the respective measure by developing an action plan.

### Junior Treasurer

**ABC Corporation** - 1996 – 1999

- Established inventory controls that reduced the amount of slow-moving inventory by over 37% within an eighteen-month period.
- Audited foreign exchange transactions for a two-year period and secured a refund from the financial institution in excess of \$40,000.
- Utilized a standard cost system to improve productivity and costs.
- Implemented market profitability analysis.
- Established a new subsidiary, setting up the accounting and information system.
- This is Dummy Description data, Replace with job description relevant to your current role.
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## Education

MAFM in Master of Accounting and Finance-CPA Concentration - 2010(Keller Graduate School of Management - Pomona, CA)