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# SAMPLE #1

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## QUALIFICATIONS PROFILE

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Highly analytical and results-driven senior executive powered with excellent problem-solving abilities, offering broad-based experience in Accounting, Finance, and Cost Analysis. Expert at utilizing out-of-the-box techniques in developing innovative processes to optimize operational efficiency, reduce costs, and improve corporate profitability. Demonstrate stellar leadership skills to achieve aggressive business goals and drive the evolution of concepts into achievable business plans. Accustomed to working with and relating to diverse people, adapting to different cultures, and providing innovative solutions. Possess a keen eye for detail and capable to multitask in vastly competitive, challenging, and fast-paced environment. Multilingual in German, English, and Spanish.

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## AREAS OF EXPERTISE

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|---|--|
| <input type="checkbox"/> Business Management and Operations             | <input type="checkbox"/> General Accounting and Internal Auditing      |
| <input type="checkbox"/> Financial Projections and Reporting            | <input type="checkbox"/> Continuous Process / Productivity Improvement |
| <input type="checkbox"/> Budget Implementation and Cost Control         | <input type="checkbox"/> Leadership, Training, and Team Building       |
| <input type="checkbox"/> Supply Chain and Logistics                     | <input type="checkbox"/> Time Management and Prioritization            |
| <input type="checkbox"/> Excellent Interpersonal and Negotiation Skills | <input type="checkbox"/> Outstanding Client / Vendor Relations         |

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## EMPLOYMENT HISTORY

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### MED-VANTAGE, INC. ■ SAN FRANCISCO, CA

#### **Controller**

**2008–Present**

Coordinate daily accounting activities of the organization, including reconciliations, A/P and A/R, fixed assets, and cash management. Prepare and evaluate accounting records, financial statements, and managerial reports to ensure accuracy, completeness, and conformance to reporting and procedural standards. Develop, implement and maintain/update internal control policies and procedures. Provide expert oversight for revenue recognition according to US GAAP, specifically SOP 97-2. Assume full responsibility in analyzing contracts and maintaining stock / stock option schedules. Maintain constant communication with vendors to develop long-term quality relationships and guarantee total satisfaction.

#### **Notable Achievements:**

- ◆ Generated a significant improvement in real time financial analysis by establishing a timely month-end closing process
- ◆ Moved consulting services for FAS123R in-house by implementing a software system, which improved audit trail and reduced cost by about 20%
- ◆ Managed the cash efficiently by negotiating preferred payment terms with vendors making every payroll without delay despite of a year of very low cash
- ◆ Reviewed all 2007 financials to prepare an audit during the first two weeks of tenure
- ◆ Streamlined existing processes and documentation, which significantly reduced the audit process to less than two months from eight months beforehand
- ◆ Led the successful implementation of a system to track invoice from vendors and subsequently established an online document storage and approval system, saving time for approval along with the retrieval of document for an audit

### CISCO ■ MILPITAS, CA

#### **Revenue Assurance Consultant**

**2005–2006**

Worked collaboratively with a Rev Rec team for the Revenue Assurance Program to ensure compliance with SOX. Instrumental in auditing and updating interdependent repositories and confirming accuracy of non-standard transactions with revenue implications. Conducted analysis of customer contracts and defined business rules for customer contracts.

#### **Notable Achievements:**

- ◆ Systematically utilized SAB 104 (101), SOP 97-2 (98-9), EITF 00-21 to set standard for revenue recognition in a services and software organization
- ◆ Conceptualized and designed innovative process improvements for customer contract review management process
- ◆ Resolved contracts identifying issues and/or disconnects between agreement and purchase order

### BRAINLAB, INC. ■ REDWOOD CITY, CA / GERMANY: 1997–2004

#### **Director of Operations, Redwood City, CA**

**2001–2004**

#### **Operation / Finance Manager, Redwood City, CA**

**2000–2001**

#### **Controller–Subsidiaries, Munich, Germany**

**1998–2000**

#### **Export Consultant, Munich, Germany**

**1997–1998**

Displayed unsurpassed leadership and expertise in diverse areas encompassing business operations, finances and accounting systems, along with supply chain operations. Administered organization's financial and budgetary activities to fund operations, maximize investments, and increase efficiency. Monitored and ensured strict compliance with ISO 9001 standards to optimize company-wide efficiency and profitability. Spearheaded a staff of 15 to develop competencies and achieve maximum performance level to improve internal operations. Solidified productive relationships with international customer bases to maintain an effective import / export and warehousing operations. Carried out general ledger reporting, accounts receivable / payable, cost / inventory / fixed asset accounting, and planning / budgeting systems.

**Notable Achievements:**

- ◆ Personally recruited by the officer of BrainLAB for consistent demonstration of exemplary performance and high degree of personal commitment and efficiency
- ◆ Led the opening of Hong Kong subsidiary and implemented J. Edwards' One World financial software international accounting systems
- ◆ Initiated start-up operations of the US subsidiary that contributed 55% of BrainLAB's worldwide revenue by hiring / training /developing personnel and establishing precedents toward the fulfillment of corporate goals and objectives
- ◆ Efficiently performed numerous responsibilities as Controller and Business Manager; served as the primary point of contact for outside financial reporting and regulatory agencies such as SEC and independent auditors
- ◆ Worked collaboratively with the sales team on contract term negotiation to streamline revenue recognition treatment
- ◆ Created and implemented revenue and sales commission reporting system in conjunction with the multicultural sales directors / managers
- ◆ Decreased outstanding receivables of greater-than-60-days by 45% establishing proactive procedures to investigate and track aged invoices
- ◆ Integrated a reporting structure to measure productivity and goal achievement as well as to determine areas needing cost reduction and program improvement
- ◆ Pivotal in the transition and implementation of international accounting system, JD Edwards One World
- ◆ Improved customer service rating for US clients by implementing a RMA system and establishing the spare part inventory and all processes / systems
- ◆ Built a warehouse organization in California in compliance with internal quality standards and FDA regulations, which expedited response time for backorders and customer spare part orders that immediately demonstrated a significant improvement in customer satisfaction
- ◆ Successfully led the relocation of warehouse operations from California to Illinois without downtime
- ◆ Reduced costs for all domestic freight and clinical demonstration systems by 60% over a two-year period

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**PRIOR WORK EXPERIENCE**

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<b>MANAGEMENT ASSOCIATE</b> ■ SEITEC, BAHLINGEN, GERMANY	<b>1994–1997</b>
<b>PROJECT MANAGER</b> ■ STRYKER LEIBINGER, FREIBURG, GERMANY	<b>1990–1994</b>
<b>EXPORT COORDINATOR</b> ■ EXPORT TECHNISCHE KERAMIK, MUNICH, GERMANY	<b>1988–1990</b>

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**EDUCATION**

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**MASTER OF BUSINESS ADMINISTRATION***Executive Program; Graduated with high honors*

- Golden Gate University, San Francisco, CA: 2003

**CONTROLLER (ACCREDITED DEGREE)**

- RKW (Business Training Group), Germany: 1999–2001

**MASTER OF TECHNICAL MANAGEMENT (TECHNISCHER BETRIEBSWIRT)***Awarded best grade in graduation year*

- Chamber of Commerce, Villingen-Schwenningen, Germany: 1994–1997

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**PROFESSIONAL AFFILIATION**

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**Member**, International Management Accountants (IMA)

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**TECHNICAL PROFICIENCY**

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Microsoft Word, Excel, PowerPoint, Project, Excel

J.D. Edwards's One World, Oracle, QuickBooks, Buereware, and Account Pro, EquityFocus, Sharepoint, Aight Planning, Budget Maestro