**Matt Smith**

New York, NY | 123.456.7890 | email@email.com | LinkedIn: mattsmith

**Finance Executive/Chief Financial Officer**

***Financial Leadership:*** Provided financial and operational oversight in protecting the financial health of diverse organizations. Led end-to-end development of financial planning and analysis (FP&A), financial strategy, due diligence, internal control and corporate governance. Advanced financial acumen with strengths in developing and implementing financial processes, preparing and analyzing budgets and driving revenue gains through accurate forecasting and financial reporting.

***Operational Excellence:*** Extensive experience building cross-functional relationships with executive leadership teams to facilitate strategic planning, drive process improvement and introduce controls for maintaining financial performance.

***Trusted Advisor & Partner:*** Strong business leader and trusted advisor to stakeholders on financial forecasting and planning activities, business strategy and internal control. Financial advisor to corporate executives on a wide range of strategic and corporate-wide business and financial initiatives.

**Signature Competencies**

• Strategic Planning & Leadership • Financial Management & Oversight • Executive Relations

• FP&A Management • Forecasting, Budgeting & Reporting • Change Management

• Project Management • Negotiations/Due Diligence • Mergers & Acquisitions

• Financial/Internal Control • Capital Budgeting / P&L Management • Operational Excellence

**Professional Experience**

ABC INC., New York, NY 2012 – Present

**Senior VP of Finance (2016 – Present)**

Executive Finance Leader for $65M+ company, charged with providing complete oversight of financial operations to include budget development, revenue forecasting and financial account management. Design and implement innovative short and long-term strategies aimed at improving financial metrics and facilitating operational growth within the market. Partner with C-level leadership on the design of processes and standards for monitoring financial performance and creating updated performance metrics to drive internal control. Manage team of 9 reports across CRM, FP&A and Accounting teams.

* Improved reporting accuracy and timeliness by creating a comprehensive financial and managerial reporting process and obtaining buy-in from key process participants.
* Increased cash flow by over $1M over a period of 7 years by improving tax planning and researching/utilizing federal R&D tax incentives.
* Championed financial oversight for a 5-person Merger & Acquisition team, facilitating the successful sale of the company to a large, publicly traded, company. Researched and sourced investment banking firm and collaborated with them to review buyers. Facilitated buyer presentations and directed all financial elements from due diligence and negotiations through final transaction and integration.
* Played a lead role in negotiating and executing several structured bank financing arrangements, which resulted in additional capital during the company’s expansion.
* Spearheaded the implementation of an improved sales compensation and incentive program, which delivered measurable improvements to the working culture while also driving attainment of yearly sales goals.

**Corporate Controller (2012 – 2015)**

Recruited into SmartBrief as Corporate Controller during a period of extensive growth. Restructured current accounting processes and built and lead accounting team of 6 to support rapid expansion. Maintained oversight of general accounting, regulatory compliance and financial reporting along with identifying/mitigating potential financial risk.

* Improved efficiency and automation levels by expanding the existing utilization of Salesforce CRM from just the sales department to the entire organization. Led the integration of Salesforce with Microsoft Dynamics SL.
* Reduced extensive OPEX expenses by implementing a web-based expense management system, restructuring the T&E policy and creating financial controls.

123 SERVICES INC., New York, NY 2003 – 2012

**Senior Consultant (2011 – 2012)**

**Senior Analyst – Accounting Client Services (2003 – 2010)**

Progressed internally to a senior-level consulting role focused on providing advisory services to clients in the transportation industry regarding financial systems, including Microsoft Dynamics GP implementations. Recognized as a subject matter expert (SME) and internal Project Manager for large-scale conversions from legacy systems to MS Dynamics. Provided training to leadership teams, Controllers and CFO’s regarding process improvement and best practices.

* Consulted with several key clients, which had annual revenue of up to $1B and staffed over 7,000 employees; assisted with implementing MS Dynamics and additional reporting systems such as FRx and Management Reporter.
* Spearheaded over 200 Microsoft Dynamics GP database migrations/upgrades; created project teams, tracked project timelines and mentored/coached junior-level team members.
* Trained and mentored end-users on new modules, updated client accounting/reporting processes and successfully reduced lead times significantly.
* Led the conversion of client accounting systems such as MAS90, Peachtree, QuickBooks and in-house proprietary systems to Microsoft Dynamics.

ABC ASSOCIATES INC., New York, NY 1998 – 2002

**Corporate Accountant**

Managed accounting operations for an organization that had over $15MM in annual revenue. Worked in conjunction with CFO to manage all accounting functions, including financial statement management, tax return management and day to day accounting operations. Oversaw the call accounting database used by the market research division. Held full accountability for daily cash management, account reconciliation and GL account analysis.

* Saved outsourcing costs for the organization by utilizing Microsoft Access to design a comprehensive database that was able to replace manual processes related to tracking and reporting internal income/expenses.
* Supervised teams in accounts payable, billing and accounting administration; worked closely with third-party Auditors to facilitate financial audits.
* Reduced staffing/labor hours and improved productivity by automating several processes related to accounts payable and bank account reconciliation.
* Established standards, processes and financial control policies to ensure compliance with strict regulatory requirements and GAAP standards.

**Education**

**Master of Accountancy, Financial Accounting and Auditing**

College of University, New York, NY

**Bachelor of Arts, Business Administration**

University College, New York, NY

Professional Development

**Certified Public Accountant (CPA),** State of New York

**Professional Affiliations**

**Member,** American Institute of Certified Public Accountants

**Member,** NY Society of Certified Public Accountants

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If you are looking for a way to stand out from your competition, we recommend consulting the professional resume writers at [Find My Profession](https://www.findmyprofession.com).

Or, here’s some other content that might help you with your resume.

* [How to Make a Resume that Gets Past the Bots](https://www.findmyprofession.com/career-advice/how-to-make-a-resume)
* [Best Free Online Resume Builders](https://www.findmyprofession.com/career-advice/online-resume-builders)
* [Best Resume Fonts, Sizes & Colors](https://www.findmyprofession.com/career-advice/resume-font-color-size)

But wait! Don’t forget about your cover letter. A resume without a great cover letter won’t do you much good.

Check out these guides to help with your cover letter:

* [Worst Possible Things to Say in a Cover Letter](https://www.findmyprofession.com/career-advice/worst-possible-things-to-say-in-a-cover-letter)
* [3 Reasons to Send Cover Letters When It’s Not Required](https://www.findmyprofession.com/career-advice/3-reasons-to-send-cover-letters-when-it%27s-not-required)
* [How to Write Cover Letters That Get Job Interviews](https://www.findmyprofession.com/career-advice/how-to-write-cover-letters-that-get-job-interviews)

We wish you the best on your job search journey!