

# RESUME\_TEMPLATE

## Chief Financial Officer

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### EDUCATION

2010-2012

**M.A in Finance** – University of Southern California, Los Angeles, CA

2008-2010

**B.A in Finance** – University of Southern California, Los Angeles, CA

2000-2008

**High School** – California High School

### SKILLS

- Certified Public Accountant
- Master's Degree in Finance
- Bachelor's Degree in accounting
- 9 years' experience as CFO
- Member; California Association for Financial Professionals
- Knowledgeable in various accounting and programming software including QuickBooks Pro, FreshBooks, and SQL.
- Regularly updated in industry-wide business development
- Excellent leadership qualities
- Quick but firm decision-maker
- Great motivator

### CERTIFICATIONS

- Passed CPA Examination administered by the California State Board of Public Accountancy, 2015

### OBJECTIVE

9 years' experience in various industries under the designation of Chief Financial Officer seeks to become the new CFO of Maverick Taxi and Limousine Services. My qualifications of being a CPA and holding a master's degree in Finance are an ideal fit for a startup corporation that needs expert financial guidance to be on the right track to success.

### EXPERIENCE

2017-Present

**CHIEF FINANCIAL OFFICER** – Modern Technologies, Los Angeles, CA.

- Closely collaborates with the company CEO to guide Modern Technologies through its planned growth initiatives and targeted profitability.
- Studies and identifies potential acquisitions and prospective ventures within the industry.
- Prepares and implements process improvements in compliance with pre-determined budgeting and performance metrics.
- Regularly consults with General Counsel to review, update, and establish risk management standards.
- Monitors industry trends and developments; anticipate risks and ensures proper controls and courses of action are in place throughout the organization.

2015-2017

**CHIEF FINANCIAL OFFICER** – My Dream Logistics, Los Angeles, CA.

- Actively participated in charting the company's direction and planning its growth, product development, acquisition, and integration strategies.
- Closely worked with the CEO and key top executives of My Dream on all major transactions such as capital raises, debt, major partnerships, mergers, acquisitions, and joint ventures.
- Designed, implemented, and monitored internal controls for the purpose of ensuring strict compliance and protecting the integrity of the company's assets.
- Developed annual financial budgets including rolling forecast; closely coordinated with the operations management team to ensure the group would achieve its goals.
- Ensured proper accounting, contracting guidelines, and practices were firmly in place to adequately meet cost proposals and business development objectives.
- Assured the company of having strictly complied with current federal, state, local, and contractual laws and regulations.

2012-2015

**CHIEF FINANCIAL OFFICER** – Luxury Real Estate, Atlanta, GA

- Analyzed and presented financial reports in an accurate and timely manner to the company's founders, executives, and officers.
- Developed and improved business processes to evaluate company-wide financial effectiveness for the purpose of achieving better transparency, accurate reporting, and identification of cost-saving parameters.
- Effectively managed relationships with F & A service providers such as banks, treasury management groups, investment bankers, insurance agents, and fund managers.
- Developed and worked to ensure company strictly complied with Cost Accounting Standards or CAS.
- Coordinated and led financial audits; worked closely with external auditors and government agencies.