

**JANE S. DOE**

54321 Street Drive | Toledo, Ohio 12345

P: (877) 875-7706 | F: (904) 239-3165 | info@greatresumesfast.com

### **PROFILE**

Highly organized, versatile Accounting & Financial Management professional with over 25 years of solid experience developing budgets, forecasting and planning, preparing financial reports, and variance analysis. Results-driven leader with superior motivational skills and ability to work collaboratively. Proven ability to efficiently prioritize, consistently meet deadlines, and effectively evaluate problems and generate solutions.

### **STRENGTHS & CORE COMPETENCIES**

- Oversees and performs all accounting functions, such as General Ledger Management, preparation of monthly financial statements and reports, balance sheet & cost analysis, account reconciliation, and audit preparation.
- Prepares detailed budget and forecast documents, adhering to deadlines and providing management with accurate and timely information.
- Administers month-end and year-end close process and department variance reports in accordance with established guidelines, including collaborating with executive management to analyze and interpret results.
- Manages day-to-day operations, including staff supervision, to ensure delivery of quality, cost-effective services, as well as client satisfaction.
- Maintains departmental compliance with all regulatory and company policies and procedures, including updated industry standards and technologies.

- Competently navigates and effectively superintends complex organizations and departments with exceptional interpersonal communication skills, thus optimizing positive results.
- Proactively recruits and trains competent staff members and teams, including special teams for the development and implementation of new programs.

### **PROFESSIONAL EXPERIENCE**

#### **CLEAR CHANNEL COMMUNICATIONS – RADIO DIVISION,**

Toledo, Ohio

#### ***Market Controller/ Business Manager,***

1989 to Present

- Oversaw financial/ business departments of Toledo and Defiance/ Napoleon Radio Station Clusters, including 5 stations in 4 different markets.
- Restructured and developed organizational plan for local business department, including implementing numerous local changes to facilitate company transition to new technologies.
- Spearheaded implementation of new computer system designed to automate processes and enhance efficiency.
- Evaluated, organized, and initiated departmental operations upon acquisition of new stations and markets.

#### ***Regional Controller/ Business Manager,***

2005 to 2007

- Designed and coordinated restructuring of financial/ business departments for regional markets in NW Ohio, including implementing standardized accounting procedures accordant with company goals and policies.
- Effectively and efficiently consolidated regional financial departments without generating additional costs (2007).

### **UNIVERSITY OF PHOENIX,**

Phoenix, Arizona

#### ***Online Faculty, Part-time,***

2006 to Present

- Foster the development of a cooperative and collaborative learner-centered environment while teaching discipline, specific theory and focus on application to professional practice in Accounting and Finance.
- Grade assignments and provide detailed, specific, and timely performance feedback on a regular basis to acknowledge both strengths and areas for improvement.
- Attend numerous professional workshops to enhance skills and keep abreast of recent industry developments.

### **EDUCATION & TRAINING**

### **UNIVERSITY OF PHOENIX,**

Phoenix, Arizona

#### ***Master of Business Administration, 2003***

### **UNIVERSITY OF TOLEDO,**

Toledo, Ohio

#### ***Bachelor of Arts in Accounting, Business, & Communication, 1997***

### **Computer Skills:**

*Windows, Novell Network, MS Excel, WordPerfect, Orchestrator, Ceridian, ADP Payroll, Solomon III, Media Star/Viero, JDS and CBSI Traffic systems, and Lawson Financial Integrated system.*

### **HONORS & AWARDS**

- Received Bonus Awards from Noble Broadcasting for exceptional service as Business Manager – entire year 1993, second qtr 1994, second qtr 1995, and entire year 1995.
- Profiled in Who's Who 2009
- Notary Public, State of Ohio
- Phi Kappa Phi Honor Society Member
- Golden Key National Honor Society (Beta Gamma Sigma) Member