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# ANALYST RESUME

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## Summary:

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An accounting and financial planning expert with impressive track record in business financial analysis, forecasting, and risk mitigation; can thrive in a fast-paced, high pressure environment; possesses a special ability to interact professionally with a diverse group and handle simultaneous high-ticket projects; results-oriented, keen on detail, well disciplined; excellent mathematical skills and finance management.

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## Professional Experience:

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Director Financial Planning and Analysis January 2000 – Present  
Chester & Brunswick Foundation, Bellevue, WA

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## Responsibilities:

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Developed, handled and maintained the company's financial assets and monitored budget spending to ensure that both current and long-term needs of the business are met.  
Collated and reviewed P&L reports from all business units and analyzed their monthly and quarterly financial results versus key performance indicators.  
Analyzed financial reports and evaluated via standard internal benchmarks and other industry-specified financial review mechanisms.  
Collaborated with the audit department in the consolidation of revenues, receivables and payables of the company.  
Worked closely with the other department directors in the strategic financial planning processes, depreciation policies and statistical reporting.  
Attended monthly discussion meetings with the CFO, CEO, CIO and CTO in establishing the company's annual financial plan.  
Ensured that the reports generated by subordinates are accurate, factual and supported by appended documents.  
Senior Financial Analyst May 1995 – December 1999  
Allen Morgan Technologies, Kennewick, WA

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Allen Morgan Technologies, Kennewick, WA

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## Education:

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1988 – 1990 Graduate, MAcc (Master of Accounting) Program

Massachusetts Institute of Technology, MA

1984 – 1988 Bachelor of Arts in Business Administration, Major in Accounting

University of Minnesota, MN

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## Skills/Certifications:

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- Excellent verbal and written communication skills
  - Excellent quantitative and analytical skills
  - Proficiency in Microsoft Excel, Word, Outlook and PowerPoint
  - Strategic and conceptual thinking skills
  - Business and operations management
  - Time management skills
  - Organizational and motivational communication skills
  - Financial modeling and project evaluations (NPV and ROI) expert
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## Associations/Organizations:

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The American Accounting Association, Member

Institute of Management Accountants, Vice-President, current

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