

# COMMISSION ANALYST RESUME

## Job Objective:

Commission Analyst position where I can effectively utilize my skills and expertise.

## Highlights of Qualifications:

- Possess experience and in-depth knowledge of administering various compensation plans
- Ability to compile and synthesize both quantitative and qualitative data
- Ability to communicate across various functional groups within an organization
- A great deal of experience with Salesforce 3rd party vendors
- Excellent ability to multi-task and work independently in a dynamic fast pace
- Proficient with Oracle and Centive Application
- Self-motivated, detailed and big picture orientated

## Professional Experience:

Commission Analyst, August 2005 – Present  
Atlanta Life Financial Group Inc., Dallas, TX

- Generated accurate and timely commission and bonus payments for review and approval.
- Calculated the commission accrual to be booked.
- Assisted effectively with the implementation of an on-demand web based commission application tool.
- Proficiently communicated and resolved commission related issues.
- Managed and accomplished the sales bookings credit assignment and reclass process.
- Prepared and distributed compensation reports.
- Participated in continuous on-going process and procedure improvements.
- Performed Ad hoc reporting, analysis and reconciliation of bookings and revenue data.

Commission Analyst, May 2000 – July 2005  
Autodesk, Dallas, TX

- Performed calculating commission amounts, and distributing commission payments to respective agents.
- Collaborated with sales to provide adequate Activation and Commission reporting to customers.
- Updated and maintained the various commission applications and lead the enhancement of the application.
- Processed and executed associated accounting transactions related to monthly commissions.
- Identified and processed commission disputes related to the program.
- Created associated Balance Sheet accounts on a monthly basis.

## Education:

Bachelor's Degree in Finance, University of California, Berkeley, CA

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