
Financial Operations Manager Resume

Job Objective

Experienced Financial Operations Manager seeks a new career path where I can put my experience to use for the benefit of the company.

Highlights of Qualifications:

- Admirable experience in accounting and finance reports
 - Sound knowledge of Self regulatory organization
 - Profound knowledge of SEC rules and regulations
 - Ability to evaluate all procedures for member firms
 - Ability to design financial reforms
 - Outstanding communication skills in both oral and written forms
 - Skilled to use computer systems
 - Proficient to perform basic math
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Professional Experience:

Financial Operations Manager
EMC Corporation, Killduff, IA
October 2008 – Present

- Provided training to all new hires for collections.
- Managed communication with various schools.
- Monitored and provided response to all student inquiries.
- Maintained knowledge of all home office objectives.
- Ensured optimal level of services to school staff.
- Prepared variance and analyzed all results.
- Performed internal audit services on school financials.
- Ensured compliance to federal accounting regulations.

Financial Operations Examiner
Genworth Financial, Inc., Killduff, IA
August 2003 – September 2008

- Coordinated with firm personnel and prepared reports.
- Evaluated records for area and performed computations.
- Monitored multiple projects and achieved objectives.
- Performed review on trading floor activities as per regulations.
- Analyzed financial and operational activities for facility.
- Provided technical training to all examiners.

Financial Operations Processor
Owens Corning, Killduff, IA
May 1998 – July 2003

- Assisted accounting department with data entry.
 - Documented invoices for data entry.
 - Performed audit for receipts and on vendor master list.
 - Evaluated information and provided data entry status.
 - Monitored compilation of all data management information.
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Education:

Bachelor's Degree in Business Administration, Finance
Utica College, Utica, NY

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