
Financial Reporting Specialist Resume

Job Objective

To work as a Financial Reporting Specialist for the right company seeking dependable employees. Looking to use my past skills and experience in the specialist field in order to help the company advance.

Highlights of Qualifications:

- Remarkable experience using Peoplesoft
 - Huge knowledge to apply GAAP and SEC disclosure requirements
 - Outstanding ability to develop relationships with business partners
 - Amazing ability to multi-task
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Professional Experience:

Financial Reporting Specialist
NC Global Investment Servicing, Houston, TX
May 2006 – Present

- Formulated annual, semi-annual and quarterly financial statements.
- Outlined financial statement footnote disclosures.
- Drafted financial highlight disclosures.
- Executed evaluation of financial statements.
- Coordinated with internal accounting teams.

Financial Reporting Specialist
Career Group Search, Houston, TX
March 2003 – April 2006

- Handled regular operations of the fund.
 - Formulated financial reports and reviewed ongoing performance.
 - Imparted advice on short- and long-term business.
 - Acted as liaison to accounting and reporting staff.
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Education:

Bachelor's Degree in Business
Delaware Valley College, Doylestown, PA

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