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## Fund Controller Resume

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### Job Objective

Seeking work as a Fund Controller with a company in order to advance my skills and career in this field.

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### Highlights of Qualifications:

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- Remarkable experience in processing of fund administrator
  - Familiarity with fund accounting, financial and managerial reporting, and financial analysis
  - Wide knowledge of GAAP and financial statement preparation issues
  - Huge knowledge of accounting
  - Ability to manage annual fund financial statement audit process
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### Professional Experience:

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Fund Controller  
Lucas Group, Tampa, FL  
August 2005 – Present

- Supervised computation of fund administrator's monthly NAV calculations.
- Administered reconciliation of fund cash and portfolio balances.
- Distributed reports to investors.
- Outlined monthly portfolio and monitored processing of fees.
- Handled annual fund financial statement audit process.

Fund Controller  
Michael Page International, Tampa, FL  
May 2000 – July 2005

- Formulated funds' financial statements and capital account statements.
  - Coordinated with auditors and handled income and expense accruals.
  - Computed shareholder allocation and financial statement.
  - Administered team of Fund Accountant and Senior Fund Accountants.
  - Corresponded with P&L team and installed derivative instruments.
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### Education:

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Bachelor's Degree in Finance  
McNeese State University, Lake Charles, LA

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