

## FINANCIAL ANALYST/STAFF ACCOUNTANT

Well qualified for positions as a financial/budget analyst or accountant requiring superb analytical skills.

### EDUCATION/CREDENTIALS

**Master of Business Administration (2005)**

**Master of Accounting & Financial Management (2006)**

*GPA 3.75, Dean's List  
Keller Graduate School of Management of DeVry University*

#### Relevant Courses:

Managerial Accounting  
Financial Accounting  
Managerial Finance  
Corporate Investment Analysis  
Business Economics  
Business Law  
International Accounting  
Federal Taxation

**CPA exam candidate (12/05)**

#### Undergraduate Studies:

B.S. in Business Administration  
*University of Southern Mississippi*

### AREAS OF STRENGTH

- Analytical problem solver
- Organized and detail-oriented
- Deadline driven
- Driven to learn and apply new ideas
- Excellent time management skills
- Willing to help others
- Strong communicator
- Dedicated and self-motivated
- Complete command of Excel

### RELATED COMPETENCIES

- Financial Analysis & Evaluations
- Forecasting & Reporting
- Budget Development/Reconciliation
- Tax Calculations
- Sales Commission Tracking
- Researching & Writing Manuals
- Internal Control Improvements

### PERSONAL PROFILE

All academic graduate studies have been self-financed while working full-time and attending school full-time. Career path interests lie with heavy analytical duties and responsibilities. Highly accurate, precise, and ethical in all work-related assignments. Able to immediately contribute to corporate financial goals and objectives. Outstanding academic and practical training in financial areas. Fast learner with a strong drive to consistently exceed expectations. Exceptional comprehension of financial elements including assets, liabilities, cash flow, risk analysis, budgeting, short-term financing, and corporate income taxes. Hands on experience in preparing balance sheets, income, cash flow, and retained earnings statements. Known and respected for manipulating data from non user-friendly systems to create effective reporting tools.

### RECENT ACCOMPLISHMENTS

- Performed merger and acquisition company analysis and forecasts by evaluating market capitalization, cash management, historical data, and various forms of short-term financing.
- Recommended key internal control improvements for the hiring process to upper management.
- Identified a company's long-term financial requirements by preparing a cash budget based on financial statements and sales forecasts and preparing a pro forma balance sheet statement to analyze the effects in sales.
- Analyzed securities and developed presentation with buy and sell stock recommendations.
- Received prestigious "Award of Excellence" at CompBenefits, Inc. and two "Employee of the Month" awards at Georgia Community Support and Solutions.

### PROFESSIONAL EXPERIENCE

#### COMPBENEFITS, INC., Atlanta, GA

**Human Resources Generalist** 2004 – present

*(Nationally recognized leader in the development and administration of dental and vision benefit plans to over 4.5 million members)*

Responsible for corporate financial reporting (employee turnover, salary, headcount) of 775 employees throughout 15 offices across the U.S. Ensure the accuracy of 401K employee deductions, that management performance reviews are conducted, and the administration of unemployment, Cobra, 401K plans, payroll, new hires, and policies and procedures.

- Perform 401K reporting by downloading system data, creating Excel spreadsheets, and researching the accuracy of contributions paid to employees. Expert on 401K policies and benefits including loan withdrawals and penalties.
- Ensure human resource policies and procedures are adhered to by advising managers and employees on topics including salary, taxes, payroll, and benefits.
- Gained management rapport and confidence throughout the organization by exhibiting outstanding client relations and follow up skills and providing timely responses to inquiries.

# FIRST LAST

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## **GEORGIA COMMUNITY SUPPORT AND SOLUTIONS, Atlanta, GA**

### **Human Resources Generalist** 2002 – 2004

*(Georgia Community Support and Solutions, Inc. (GCSS) is a non-profit organization of community based services and supports to children and adults.)*

Responsible for human resources reporting function, employee relations, handling compliance issues, maintaining workers' compensation, coordinated health training efforts to reduce claims, conducting applicant screening, and ensuring organization was 100% compliant with the ORS (Office of Regulatory Services).

- Along with Director of Human Resources, built from scratch human resources manual and procedures.
- Reduced medical billing and insurance plan expenses by \$4,500 by creating a spreadsheet and reconciling active vs. non-active employees.
- Streamlined budgetary approval and workers' compensation processes by manually organizing the paperwork and process flows.
- Created first-ever departmental budget (\$300K) by forecasting expenses, tracking monthly results, and recommending cuts when necessary.
- Organized department by researching, writing, and producing a manager's manual with step-by-stop policy instructions.
- Ensured all files were in order with state-required documents for auditing purposes, including candidate background checks.

## **LODGIAN, INC., Atlanta, GA**

### **Benefits Representative** (Contract position) 2001 – 2002

*(One of the largest independent owners and operators of full-service hotels in the U.S.)*

- Researched and reconciled the open enrollment process for 4,000 employees, resulting in the elimination of erroneous claims and incorrect deductions.
- Worked with the Director of Compensation and Benefits to produce employee enrollment packages and ensured levels of coverage were accurate and setup with vendors.

## **BURNS INTERNATIONAL SECURITY SERVICE, Atlanta, GA**

### **Human Resources Generalist** 2000 – 2001

*(North America's premier provider of physical security and related services with more than 300 offices throughout the United States, Canada, England, Scotland, Ireland and Colombia.)*

- Analyzed and prepared financial reports including profit and loss and weekly accounts receivable activities.
- Ensured clients paid invoices within 30 days by preparing collections and invoice notices and researching payment and invoicing transactions.
- Coded business unit bills and ensured they were sent to accounts payable and paid in a timely manner.
- Tracked and prepared vouchers, ensured monies were applied to correct accounts, reconciled monthly sales expenses and bank statements, and processed employee paychecks.

## **PROFESSIONAL PROFILE**

### **CERTIFICATIONS**

Retirement Plans Associate Certificate, 2006  
Professional in Human Resources (PHR), Human Resource Certification Institute

### **ADDITIONAL TRAINING**

Pension Planning / Conflict Resolution / Time Management

### **COMPUTER EXPERTISE**

Excel / PowerPoint / Word / Cognos / PeopleTrak / Oracle