

John Doe

123 Main Street
City, State 11111

555-555-5555
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CAREER SUMMARY

Business management professional with diversity of experience in the entertainment and legal related industries. Skilled in managing change, cost control, and motivating people.

PROFESSIONAL EXPERIENCE

Controller ABC Company, City, State

2006 - Present

Accounting and Human Resources Management. Controller for animation production studio directing \$10 million dollar domestic and international operations. Collateral activities include overseeing accounts receivable and payable, monthly and annual close, cost management, and strategic planning to help the organization to sustain its position in the market during major economic downturn.

- Reorganized both accounting and HR functions, implemented new policies and procedures to meet the needs of managing high volume operations. Improved productivity by 50%.
- ℞ Revamped departments and streamlined functions to support increased workload with 75% reduced staff levels achieving targeted goals.
- ℞ Implemented new reporting functions for US and UK based contractor on multi-million dollar Charmin Bear commercial account

Staff Accountant ABC Company, City, State

2005 - 2006

Accounting firm serving privately held small businesses and individuals in legal, entertainment, wholesale distribution, retail, healthcare, insurance, auto, manufacturing, etc. Concurrent responsibility in administrative and accounting services for individual, partnership and corporate clients.

- ℞ Evaluated and present new business strategies for clients
- ℞ Evaluated client needs for assessment on taxes, inquiries, expansion strategies
- ℞ Helped clients to develop and implement new growth opportunities

Jr. Staff Accountant ABC Company, City, State

2000 - 2005

Support staff for general civil practice law firm of 25 attorneys located in City, State specialized in various legal areas. The clientele comprised of many individuals and family owned businesses, as well as wide variety of larger entities. Duties include accounts payable/receivable, legal billing, bank reconciliation, monthly, and annual closing of accounting books, etc.

- ℞• Participated in conversion to replace old accounting system with a new customized accounting software /upgrade.
- ℞• Organize new billing procedures, deadlines
- ℞• Performed various accounting functions: accounts receivable/ payable / invoicing
- ℞• Prepared and posted period-end journal entries, period-end cash advance reports, weekly activity reports, reconciliations of multiple accounts

EDUCATION

2010 Executive M.B.A. State University - City, State

2004 B.S. Accounting/Business Administration, State University - City, State