

JOHN DOE

Contact Info:

Objective: Business Systems Analyst

EDUCATION:

Santa Clara University

Sept. 2012-June 2016

Leavey School of Business

GPA: 3.77

- Bachelor of Science in Commerce, Finance, June 2016
- **Coursework:** Financial Management, Cryptography, Quantitative Methods for Finance, Financial Accounting, Operations and Management of Information Systems, Corporate Financial Policy

WORK EXPERIENCE:

Employer A., San Francisco, CA

Sr. Accounts Receivable Analyst

July 2016-Current

- Pioneered new position to manage 1400 VIP accounts responsible for \$2.2 million in monthly sales
- Spearheaded a project to save over \$13,000 in monthly operating expenses while maintaining positive relationships with the company's most important restaurant partners
- Facilitated the transition to a new payment processing system and assisted in the creation of training materials to help ease the conversion for members of the accounting and finance teams
- Provided leadership in the implementation of new procedures through training and process analysis
- Developed strategies and improved communication to increase customer retention for the most elite accounts

Employer B., Santa Clara, CA

June 2015-June 2016

Finance and Office Management Manager

- Controlled and managed budget of over \$165,000 while advising the Director on all financial matters
- Attained organizational goal of becoming debt free after entering the year over \$5,000 in arrears
- Formulated weekly reports on performance analysis, budget updates, and forecasts for different scenarios
- Analyzed how to efficiently spend money and reduce costs in order to generate maximum revenue by analyzing past data and forecasting demand for future events
- Introduced a way for other members of the organization to track expenses, revenue collection, and reimbursements through personalized Google Docs leading to greater organizational transparency

Santa Clara Men's Basketball, Santa Clara, CA

Sept. 2012-June 2016

Team Manager

- Promoted to head manager due to dedication to put in extra hours outside of practice to help players improve and for outstanding team support during practice and games

ADDITIONAL INFORMATION:

- **Santa Clara University Provost Scholar:** Selected by the university to receive a half tuition scholarship for taking on leadership roles at school and in the community
- **Accelerated Cooperative Education Business Honors Program:** Chosen to participate in advanced business curriculum designed to help build leaders who will embody Santa Clara University's ideals of competence, conscience, and compassion
- **Licensed Oregon Real Estate Agent:** Graduated from Proschools Real Estate Licensing
- **Computer Skills:** Microsoft Office (Word, PowerPoint, and Excel), Google Docs, Great Plains, and iOS
- **Volunteer Service:** Immersion trip to Tijuana, Junior Achievement teacher, Calculus tutor