**Cruella DeVil**

1000 America St. Washington, DC 100000

(111)222-3333 cruelladevil@sample.com

**Professional Profile**

Financial Manager with over 6 years of experience. Member of the AICPA and NYSSCPA seeking to apply diverse accounting and administrative knowledge as a supervising accountant at your company. Possess a B.S. in Accounting from a top-50 accounting school.

**Experience**

**Financial Manager**,January 2015 – Present

**Super Loans,** Washington, DC  
**Salary**: $68,500 per year (If required by the agency)

**Job Type**: 40 hours per week, Full-Time  
**Supervisor:** Roger Rabbit, (111) 222-3333, rogerrabbit45@email.com

***Essential Duties:*** (Your generic job description) Serve as a Financial Manager in the Support Services Component of Logistics Management Programs. Assists the Supply Officer and Logistics Policy Officer in a wide variety of functions related to logistics support. Assists with policy implementation and integrated life cycle and sustainment management. Provides support to DMA logistics personnel worldwide on transportation and distribution management by all modes of transportation.

***Accomplishments:*** (Brag block)

* Received by-name favorable customer review on Yelp.
* Saved average of $60K per family by providing a family *Get out of Debt* course.
* Received Employee of the month award 8 times since 2015.

***Related Skills:*** (KSA’s, use Assessment Questions to fill in these sections)

**Financial Management*:*** (KSA 1) Prepares and coordinates disposition and redistribution of excess supplies and equipment. Controls receipt of items, place them on the property book, prepare and process procurement documents, and performs related clerical tasks. Analyze automated supply data to determine the reason for transaction errors and failures for data discrepancies.

**KSA 2:** Inventory equipment, fill out data sheets, complete receiving reports, and place property accountable items on the Property Book. Update hand receipt accounts to reflect movement of property to, within, and from hand receipt account areas. Request and/or issue nonexpendable property items to Primary Hand Receipt Holders or designated representatives. Use Wide Area Workflow (WAWF) for property receipt and accountability.

**KSA 3:** Coordinate, schedule and conduct property turn-in and disposal transactions. Process supply requisitions for Operation and Maintenance Army (OMA) and other procurement Army funded supplies and equipment. Prepare the execution of an annual inventory schedule of accounts, reporting problems and discrepancies as required.

**Executive Administrative Assistant**

May 2011 – Dec 2014

**ABC Company,** Washington, DC  
**Salary**: $15 / Hour (if required by the agency)

**Full Time:** 40+ Hours / Week  
**Supervisor:** Mickey Mouse, (000)111-3333, mickey.mouse15@email.com

***Essential Duties:*** (Your generic job description) Personal assistant to company CEO. Produces correspondence sent on CEO’s behalf. Performs administrative duties including: photocopying, faxing, mail distribution and filing. Maintains company recordkeeping database, answers telephone, maintains inventory for company credit cards and office keys. Creates various documents using Microsoft Office suite.

***Accomplishments:*** (Brag block)

* Saved 150+ man-hours by streamlining a redundant data-entry process.
* Received Employee of the Year award in 2016.
* Received Star Customer Service Award annually.
* Promoted from to Administrative Assistant to Executive Administrative Assistant in 2016.

***Related Skills:*** (KSA’s, use Assessment Questions to fill in these sections)

**Customer Service:**(KSA 1) Fielded incoming telephone calls, greeted all customers in a friendly manner. Resolved customer complaints via phone, email, mail, or social media. Assisted with customer needs in a timely fashion. Received the company’s Star Customer Service Award annually for excellent rapport with customers.

**Attention to Detail:**(KSA 2) Strong organizational skills and attention to detail. Position required computer software expertise when entering data and creating deliverables. Reduced data-entry redundancy by 150+ man-hours by streamlining a problematic process.

**Verbal & Written Communication:**(KSA 3) Wrote 2K+ emails and other written correspondence for Company CEO. Published 20+ monthly newsletters for public consumption on the company website. Presented customer service company updates at weekly Executive Board meetings.

***Specialized Experience:*** (Customized to the Specialized Experience section)

**Maintains Records:** Autonomously maintains company-wide recordkeeping database including customer demographic and contact information. Ensures customer data is entered accurately and efficiently to increase customer satisfaction and reduce wait times for service.

**Works with Senior Executive Leadership:** Personal assistant to the ABC Company CEO. Works directly with company CIO, CFO and COO. Creates and delivers written correspondence on behalf of company executive leadership team. Presents written material and delivers presentations at Executive Board meetings

**Education**

**Bachelor of Science in Business Management and Finance**, May 2010

George Washington University, Washington, DC, GPA 3.8

**Certifications & Achievements**

**Certified Financial Counselor Certification**, January 2013

CFC Board, Washington, DC

**Volunteer Experience & Community Service**

**Big Brothers Big Sisters**, May 2012 – October 2017

Washington, DC

Served as Vice President of the Board of Directors for the DC chapter