

## **JOHN Q. PUBLIC**

1234 South Meadow Pass  
Saltville, NY 12145  
info@allstarresume.com  
(728) 465 – 7390

### **EXPERIENCE**

Nov. 2004 –  
Present

#### **Senior Analyst**

Realandro Finance Group - Albany, New York

- Analyzed and valued potential acquisition targets. Consulted clients on the targets' attractiveness based on industry and financial considerations.
- Assisted development-stage firms in raising over \$50 million of capital through angel investors and private equity firms.
- Developed initial set of screening requirements for prospective clients seeking to raise funds.
- Performed analyses for negotiation team that reduced payables by 18% for client entering into Chapter 11 bankruptcy.
- Conducted due diligence on a \$200 million company with subsidiaries in Europe, South America, and the Middle East that each followed different accounting policies. Personally inspected all ten of the company's distribution warehouses.
- Prepared financial models to illustrate the likelihood of post-merger entities having dilutive earnings.
- Organized the firm's first Labor Day golf outing. It raised over \$20,000 for local charities.

Aug. 2003 –  
Nov. 2004

#### **Staff Auditor**

West End Accounting Group - El Paso, Texas

- Prepared financial models to analyze profitability of XYZ joint ventures in A, B, and C industries.
- Researched new accounting pronouncements and advised clients on the earnings effects from the multiple, acceptable implementation methods.
- Analyzed and critiqued testimony given by an expert witness in a fraud accounting case.
- Led recruiting efforts at Southwest University for new hiring needs.
- Trained and mentored summer interns.
- Supervised administrative staff during production of client financial statements.

Summer 2002

#### **Summer Intern**

Doe's Bookkeeping Service - New York, New York

- Compiled complete sets of financial statements for 501(c)(3) organizations with June 30 fiscal year ends.
- Prepared financial forecasts with detailed cash flow and profit and loss analyses for a 12-month period. These reports were then used by CEOs and CFOs to adjust their corporate strategies.
- Reconciled monthly bank statements for small service and manufacturing

companies.

## **EDUCATION**

May 2003

### **B.A. in Accounting, Minor in Economics**

Southwest University – Santa Fe, New Mexico

- Graduated with honors, Summa Cum Laude, G.P.A. 3.8/4.0. President of Beta Alpha Psi. Secretary of Economics Club. Appointed to SGA Election Advisory Board.

## **CERTIFICATIONS AND SKILLS**

Nov. 2003

### **Certified Public Accountant, State of Texas**

- Passed on initial sitting.

**Experienced with Excel, Word, PowerPoint, Acrobat, and other software.**

## **ACTIVITIES**

- Volunteer math tutor, Saltville Public Schools.
- Enjoy duckpin bowling, golf, photography, and trivia games.