

FINANCE MANAGER

Summary

Skilled Operations Manager talented at improving team performance through innovative management techniques. Offers thoughtful, comprehensive and constructive feedback to staff members to promote productivity and company loyalty.

Highlights

- Operations Management
- Customer Relations
- Purchasing & Procurement
- Fleet Management
- Budgeting & Forecasting
- Audits
- Logistics
- Accounting
- P&L Management
- Business Development
- Quality Assurance & Control
- Collection Management
- Proficient in MS Excel, MS Access, MS Project, Quicken, MS PowerPoint, Inviswork, SAP, Oracle ERP, Kronos

Accomplishments

- Increased output by 32 % through reorganization of locations to maximize efficiency.
- Reduced staff turnover by 45% in one year by implementing several well-received team and morale-building programs.
- Qualified location for 2 million dollar remodel by increasing sales 30% through retraining of sales team
- Created critical KPIs to track and improve on-time delivery, customer issues and safety statistics.
- Boosted customer satisfaction ratings by 40 % in under 4 months.

Experience

03/2016 to Current

Finance Manager Company Name 1/4 City , State

- Partner with Product Management and Purchasing Team in determining financial impact due to product cost reductions, new product roll out, etc.
- Performed financial statement audits of security broker dealers for purposes of SEC/FINRA purposes.
- Completed monthly, quarterly and annual bank reconciliations for 11 small companies.
- As appropriate, based on findings make proposal for operational changes (policy, procedures, processes, etc.) Fulfill responsibilities under OHSAS 18001, understand and fully support OHSAS 18001 system.

02/2013 to 03/2016

District Manager Company Name 1/4 City , State

- Determine the hiring needs of the store, interview prospects, and bring on board store associates that will work courteously, efficiently, and effectively to meet the store's operational goals.
- Developed and managed annual operating budgets for 4 locations in the division.
- Recruited, hired and trained 20 new employees for District Management and Store Management
- Ensure operational policies and procedures are adhered to by all store personnel.

06/2010 to 11/2012

Operations Manager Company Name 1/4 City , State

- Enhance the operational procedure, systems and principles in the areas of information flow and management, business processes and enhanced management reporting
- Organize and intensify efficiency support services by ameliorating functions and coordinating communication between businesses and support functions
- Perform a meaningful role in long-term planning and establishment initiatives aimed at operational distinction
- Supervise overall planning systems, financial management and control Organizing the budget of the company in collaboration with the director.

06/2001 to 06/2010

General Manager Company Name 1/4 City , State

- Increased profits by 20% in first year, resulting in one of the best possible ROI's.
- Cut cost of goods sold by 13% by negotiating lower freight rates and increasing standards of product quality.
- Identified need for comprehensive business management solutions.
- Developed training program for new employees that company implemented nation wide.

Education

2008

Bachelor of Arts : Political Science Grand Valley State University 1/4 City , State

2012

J.D. : Criminal Law Duke University Law School 1/4 City , State

Skills

Accounting, Budgeting, budgets, budget, Business Development, business management, business processes, business solutions, Customer Relations, ERP, financial, financial management and control, Forecasting, hiring, inventory, Kronos, Logistics, director, management reporting, MS Access, MS Excel, MS PowerPoint, MS Project, negotiating, Operations Management, Oracle, Organizing, personnel, policies, processes, Procurement, Product Management, progress, proposal, Purchasing, quality, Quality Assurance, Quicken, sales, SAP