

OLIVIA SMITH

Account Analyst

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PROFESSIONAL SUMMARY

Resourceful Account Analyst with 10 years of experience in financial forecasting and strategic analysis. Expertise in utilizing data-driven insights to enhance operational performance and optimize client relations. Proven ability to streamline processes, ensuring compliance while driving profitability. Committed to delivering exceptional results in fast-paced environments.

WORK EXPERIENCE

Account Analyst 📅 Jan / 2018-Ongoing
Maple Leaf Consulting 📍 Toronto, ON

- 1. Analyze client lifecycle data to identify spending trends and forecast future financial outcomes, enhancing client decision-making.
- 2. Conduct monthly financial accruals and variance analysis for multiple clients, identifying potential savings and financial efficiencies.
- 3. Provide strategic recommendations to improve process flow and operational metrics through data-driven insights and reporting.
- 4. Ensure compliance with contractual obligations for both clients and service providers, maintaining high standards of accountability.
- 5. Forecast client expenditures for maintenance projects, aiding in revenue estimation and profit margin analysis for management review.
- 6. Created a comprehensive management report that highlights revenue and operational performance, facilitating informed decision-making.
- 7. Perform monthly reconciliations for various accounts, ensuring accuracy and integrity of financial records through detailed journal entries.

Operations 📅 Jan / 2015-Jan / 2018
Cactus Creek Solutions 📍 Phoenix, AZ

- 1. Contributed to a \$500,000 project, focusing on vendor management and collaboration to ensure timely project completion within budget.
- 2. Analyzed and documented existing processes to identify inefficiencies and develop streamlined procedures for multiple satellite offices.
- 3. Automated reporting processes, generating weekly project status updates that enhanced operational efficiency and management oversight.
- 4. Maintained accurate records and prepared analytical reports to support decision-making and operational improvements.

EDUCATION

Bachelor of Science in Finance 📅 Jan / 2012-Jan / 2015
University of California 📍 Toronto, ON

Focused on financial analysis, investment strategies, and risk management.

SKILLS



ACHIEVEMENTS

- ★ Identified cost-saving opportunities that reduced annual operational expenses by 15%.
- ★ Streamlined account reconciliation processes, decreasing the monthly closing period by 30%.
- ★ Developed and implemented a new forecasting model that improved accuracy by 20%.