



AVA DAVIS

Senior Business Officer

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Financial Analysis Tools



Business Development



Communication Skills



Presentation Skills



Technical Proficiency



Change Management



INTERESTS

📖 Birdwatching 🧳 Traveling

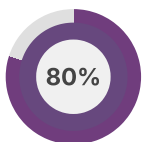
🏆 Sports Coaching 🧶 Knitting

STRENGTHS

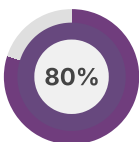
🔗 Pragmatism 🍃 Sensitivity

💖 Sincerity 📍 Stability

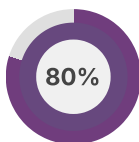
LANGUAGES



English



Dutch



Mandarin

ACHIEVEMENTS

★ Developed and implemented a budget monitoring system that reduced departmental overspending by 15%.

★ Streamlined financial reporting processes, increasing accuracy and reducing report preparation time by 30%.

PROFESSIONAL SUMMARY

Proficient Business Officer with 7 years of comprehensive experience in financial management and strategic operations. Expertise in optimizing financial processes, enhancing reporting accuracy, and fostering collaboration to drive organizational growth. Dedicated to leveraging analytical insights to support decision-making and achieve business objectives effectively.

WORK EXPERIENCE

Senior Business Officer

📅 May / 2020-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Supervised department supervisors in Nutrition, Maintenance, Housekeeping, and Security, ensuring operational efficiency.
2. Developed and monitored unit budgets across all departments, aligning financial goals with strategic objectives.
3. Managed a team of 10 business office staff, guaranteeing timely and accurate completion of purchasing, vouchering, and payroll activities.
4. Oversaw the development and monitoring of the facility budget, providing financial data analysis to the Executive Director and Cabinet.
5. Negotiated and managed contracts for major services including telecommunications, reducing costs while maintaining service quality.
6. Administered and audited student finance databases for both campuses, enhancing data integrity and accessibility.
7. Successfully processed all refunds on time during crisis situations, meeting audit standards and enhancing stakeholder trust.

Business Officer

📅 May / 2018-May / 2020

Cactus Creek Solutions

📍 Phoenix, AZ

1. Led hiring, training, and evaluation of business office staff, fostering a high-performance culture.
2. Managed daily operations, including cash collections, loan disbursements, and customer service excellence.
3. Conducted thorough audits of student account receivables, ensuring accuracy and compliance with financial regulations.
4. Oversaw business operations for multiple working capital fund enterprises, integrating accounting systems for better financial oversight.
5. Served as the business administrator for the Graduate School, effectively managing over 40 diverse funds.
6. Maintained an aging report for student accounts, proactively contacting students to ensure timely payments.

EDUCATION

Master of Business Administration

📅 May / 2016-May / 2018

University of Illinois

📍 Toronto, ON

Focused on finance and strategic management, equipping with skills to enhance operational efficiencies.