Robert Smith

Assistant To The Controller/CFO

CONTACT DETAILS

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PERSONAL STATEMENT

I would like to become part of your legal team, and build a lasting relationship with a well-established organization. My goal is to work on a legal team where I can utilize my strong organizational skills and educational background, so I can make a positive contribution to the organization.

WORK EXPERIENCE

Assistant To The Controller/CFO

ABC Corporation - October 1993 – February 2007

Responsibilities:

- Organize office with all aspects of the accounting process.
- General Ledger, Federal/State/Local/Corp Taxes, Journal Entries, Auditing, Month End Reconciliations.
- Budget for projects and office overhead, Accounts Payable/Receivable, Financial Statements.
- Quarterly/Yearly Taxes Financial Analysis, Payroll, 401K Maintenance and Bank Reconciliations.
- Manage project reports, schedules of projects, labor reports for certified projects and scheduled all equipment for projects.
- Learned hands on the asbestos abatement trade so that I could cover in the field in the event of an emergency.
- Secured financing when needed as well as collecting the accounts receivables.

CFO

ABC Corporation - 1989 – 1993

Responsibilities:

- June 2004 - Aug 2004 PMO and Finance (using RUP) Business Process mapping (including business recovery) and application Re-engineering effort (including Use Cases, ERDs, DFDs, data governance and business process automation tool selection).
- Developed As-Is processes Requirements and Interview Package to improve CFO financial forecasting and GL detail.
- Development of SOA program (web based) internal site and workflow (Dreamweaver, Visio, Photoshop, Documentum, IBM WBI).
- Defined Project Financial Reporting Metrics, IT Governance and Infrastructure with Finance and Quality Assurance Requirements and Specifications Documents, Project Plan and Strategy Document to align Business, Finance (SAP), QA and IT goals.
- Coordinated with off-shore application development and test organizations, and business continuity planning.
- BremenAI Inc.
- Business Analyst/Project Manager - Consultant Westport, Conn..

SKILLS

Forecasting, Budgeting, Capital Investment Decision Analysis, Actuals Analysis/Reporting, Financial Modeling, Strategic Financial Planning, Cost Accounting, General Ledger, CRM, SAP, Oracle.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Accounting - (Devry University-Columbus - Columbus, OH)

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