# **OLIVIA SMITH**

#### Cost Controller

☑ support@qwikresume.com 📞 (123) 456 7899 💡 Los Angeles

www.qwikresume.com



#### **PROFESSIONAL SUMMARY**

Detail-oriented Cost Controller with 5 years of experience in managing budgets, analyzing costs, and implementing financial controls. Proven track record in optimizing expenses and enhancing profitability in diverse business environments.

#### WORK EXPERIENCE

Cost Controller

Maple Leaf Consulting

Toronto, ON

- 1. Developed and maintained comprehensive cost reports to track expenses and identify savings opportunities.
- 2. Analyzed financial data to establish cost norms and benchmarks for various departments.
- 3. Conducted regular audits of inventory and procurement processes to ensure compliance with financial policies.
- 4. Collaborated with department heads to prepare annual budgets and monitor financial performance.
- 5. Implemented cost-saving initiatives that resulted in a 10% reduction in overall expenses.
- 6. Trained staff on cost control procedures and best practices to enhance financial awareness.
- 7. Reviewed and approved purchase orders to ensure alignment with budgetary constraints.

Cost Controller

Crescent Moon Design

**耳** Portland, OR

- 1. Established and monitored key performance indicators (KPIs) to assess financial health and operational efficiency.
- 2. Prepared detailed financial forecasts and variance reports for management review.
- 3. Conducted cost-benefit analyses for proposed projects to support strategic decision-making.
- 4. Maintained accurate records of all financial transactions and ensured timely reporting.
- 5. Collaborated with external auditors during annual audits to ensure compliance with regulations.
- 6. Reviewed and updated financial policies and procedures to enhance internal controls.
- 7. Provided financial insights and recommendations to senior management to drive profitability.

#### **EDUCATION**

## Bachelor of Science in Accounting

University of California

F Seattle, WA

Focused on financial management, cost accounting, and budgeting principles.

#### **SKILLS**

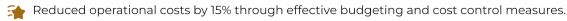
Cost Analysis

**Budget Management** 

Financial Reporting

Variance Analysis

### **ACHIEVEMENTS**



Implemented a new inventory management system that decreased waste by 20%.

🚰 Achieved a 10% increase in profit margins by revising pricing strategies based on cost analysis.