



MASON WILSON

Associate, Program Finance

✉ support@qwikresume.com

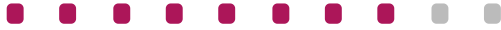
☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Forecasting



Financial Compliance Management



Budget Analysis



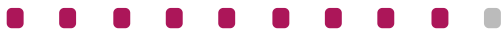
Data Analysis



Financial Auditing



Internal Controls



INTERESTS

📖 Birdwatching 🏠 Traveling

🏆 Sports Coaching 🏆 Knitting

STRENGTHS

📌 Pragmatism

🍃 Sensitivity

💖 Sincerity

📌 Stability

LANGUAGES



English



Arabic



Japanese

ACHIEVEMENTS

🌟 Reduced financial discrepancies by 30% through meticulous reconciliation of accounts.

🌟 Streamlined the budgeting process, resulting in a 15% reduction in overall costs.

PROFESSIONAL SUMMARY

Detail-oriented Finance Associate with over 3 years of experience in financial analysis, budgeting, and reporting. Proficient in Excel and financial software, skilled in data interpretation and financial modeling. Strong analytical skills with a proven ability to streamline processes and enhance financial performance. Committed to delivering accurate financial insights to support strategic decision-making.

WORK EXPERIENCE

Associate, Program Finance

📅 May / 2020-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Corrected discrepancies in customer accounts, improving reconciliation accuracy.
2. Utilized financial tools like SAP BO and Oracle to balance accounts efficiently.
3. Reviewed and analyzed tax implications for domestic and international transactions.
4. Prepared detailed reconciliation reports for client review, enhancing transparency.
5. Compiled financial reports for management, aiding in strategic decision-making.
6. Executed additional financial tasks as assigned, demonstrating versatility.
7. Processed accounts payable invoices, contributing to streamlined operations.

Finance Associate

📅 May / 2018-May / 2020

Lakeside Apparel Co

📍 Chicago, IL

1. Reviewed and processed monthly financial reports in QuickBooks, ensuring compliance with GAAP and USAID standards.
2. Prepared and submitted required deliverables to USAID, including quarterly accruals and tax reports.
3. Monitored cost allocations and reallocation to maintain budget compliance.
4. Supported timely funding by reviewing cost share information from field operations.
5. Coordinated internal and external audits, ensuring thorough documentation.
6. Prevented budget overruns by closely tracking expenditures and variances.

EDUCATION

Bachelor of Science in Finance

📅 May / 2016-May / 2018

University of Finance

📍 Portland, OR

Studied financial management, investment strategies, and accounting principles.