



JAMES CLARK

Expense Analyst

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Microsoft Excel



Analytical Skills



Financial Analysis



Cost Management



Expense Reporting



🎯 INTERESTS

🔧 DIY Projects

✂️ Crafting

🧘 Meditation

🏛️ History

👊 STRENGTHS

🌿 Humility

💡 Innovation

👁️ Insightfulness

✅ Integrity

🗣️ LANGUAGES



English



Mandarin



Dutch

🏆 ACHIEVEMENTS

🌟 Streamlined expense reporting process, reducing processing time by 30%.

🌟 Identified and implemented cost-saving measures that resulted in a 15% reduction in operational expenses.

👤 PROFESSIONAL SUMMARY

With a robust background in expense analysis, I bring 5 years of experience in optimizing financial processes and enhancing reporting accuracy. My expertise lies in identifying cost-saving opportunities and implementing strategic initiatives that drive organizational efficiency. I am dedicated to utilizing data-driven insights to support decision-making and foster collaboration across teams.

💼 WORK EXPERIENCE

Expense Analyst

📅 Jan / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Entered and verified expenses in the financial system for timely reimbursement.
2. Generated and managed vouchers for efficient expense tracking.
3. Reviewed and approved or denied expense reports based on compliance policies.
4. Communicated effectively with consultants regarding expense queries via email and phone.
5. Produced and disseminated various financial reports to relevant stakeholders.
6. Enhanced weekly expense report processing by improving accuracy and efficiency.
7. Conducted thorough audits of expense reports to ensure compliance with company policies.

Expense Analyst

📅 Jan / 2020-Jan / 2021

Crescent Moon Design

📍 Portland, OR

1. Supported tax processing by managing Dymo labels and FedEx mailings.
2. Analyzed travel and expense claims for adherence to regulations and accuracy.
3. Created job aids to streamline the expense report process for employees.
4. Utilized FAR Compliance Deltek Time and Expense for effective data management.
5. Reviewed personal expense reimbursements for compliance with guidelines.
6. Analyzed consultant expenses and processed payments accurately.

🎓 EDUCATION

Bachelor of Science in Finance

📅 Jan / 2019-Jan / 2020

University of California, Berkeley

📍 Denver, CO

Focused on financial management, analysis, and reporting.