

## **JAMES CLARK Expense Analyst**

- (123) 456 7899
- Los Angeles
- www.qwikresume.com



Microsoft Excel

Analytical Skills

Financial Analysis

Cost Management

**Expense Reporting** 



DIY Projects

**≫** Crafting

O Meditation

**m** History





∇ Innovation



Integrity







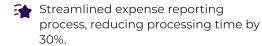


English

Mandarin

Dutch

# **ACHIEVEMENTS**



Identified and implemented costsaving 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**

Blue Sky Innovations

T 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**

Crescent Moon Design

m Jan / 2020-Jan / 2021

**₽** 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 quidelines.
- 6. Analyzed consultant expenses and processed payments accurately.

## EDUCATION

#### Bachelor of Science in Finance

m Jan / 2019-Jan / 2020

University of California, Berkeley

**耳** Denver, CO

Focused on financial management, analysis, and reporting.