ROBERT SMITH

Administration/Finance Analyst

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Self-motivated Administration/Finance Analyst, currently working in a corporate financial analysis role. Seeking to use my analytical, communication and problem-solving skills to support business units in analyzing financial metrics, forecasting, and budgeting. Goal and detail oriented with the ability to multi-task by using strong organizational skills.

EXPERIENCE

Administration/Finance Analyst

Lockheed Marti - APRIL 2014 – PRESENT

- Completing the general ledger account reconciliations and clear variances in a timely manner.
- Improving the account reconciliation files to better guarantee the accuracy of account balances.
- Preparing and posting the monthly and weekly journal vouchers into the accounting system (SAP), under tight.
- Improving, maintaining, and documenting the internal controls in the labor and payroll systems.
- Participating in walkthroughs of the processes with relevant stakeholders.
- Maintaining proper audit documentation for performed tasks and support external audit data requests by providing complete documentation.
- Approving the expense reports for SSC employees in accordance with government compliance and applicable.

Finance Analyst

ABC Corp - JUNE 2012 – AUGUST 2012

- Ensured inputs to the financial systems are correct and reconciled in a timely manner.
- Assessed and evaluated the program performance and communicate necessary information to the program.
- Provided control account managers with earned value and financial data needed to evaluate estimates,
- Cooperated with management at the project level to ensure expense plans are achieved.
- Drafted and reviewed the financial statement compilations under strict deadlines.
- Maintained fixed asset module, calculate, and record monthly depreciation expenses.
- Reviewed and authorized the disbursement documents to ensure its accuracy.

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EDUCATION

- Bachelors Of Science in Accounting And Information Systems 2010 - (Virginia Tech - Blacksburg, VA)

SKILLS

Spanish, Microsoft Office Suite, Excel, SPSS, Bloomberg, Data Entry, Financial Analysis, Accounts Payable, Access, Customer Relationship Management, Adobe, Photoshop, Illustrator