

# **AVA DAVIS**

#### Finance Officer

## PROFESSIONAL SUMMARY

Detail-oriented Finance Officer with 5 years of experience in managing financial operations, ensuring compliance, and optimizing budgets. Proven track record in financial reporting and analysis to support strategic decision-making.

### **WORK EXPERIENCE**

## Jr. Finance Officer

math Dec / 2020-Ongoing

#### Blue Sky Innovations

T Chicago, IL

- 1. Ensured accuracy in financial transactions, including AP, AR, GL, and payroll for municipal operations.
- 2. Collaborated with management to prepare and monitor a \$2 million annual operating budget.
- 3. Utilized advanced financial software to enhance accounting functions and reporting accuracy.
- 4. Supervised staff in front office operations, ensuring efficient utility billing and customer service.
- 5. Acted as a liaison to address financial inquiries from residents and stakeholders.
- 6. Applied strong communication skills to foster positive relationships and resolve financial issues.
- 7. Led the implementation of new accounting software, optimizing financial processes and reporting.

#### Finance Officer

m Dec / 2019-Dec / 2020

## Cactus Creek Solutions

♣ Phoenix, AZ

- 1. Managed all financial transactions for the ALBA project, ensuring compliance with policies.
- 2. Implemented financial policies and procedures to enhance operational efficiency.
- 3. Provided technical support in finance, maintaining strong relationships with team members.
- 4. Oversaw the work of accounting staff, ensuring accuracy in financial reportina.
- 5. Operated Field Accounting System (FAS) software for daily transaction management.

## **EDUCATION**

## Bachelor of Science in Finance

m Dec / 2018-Dec / 2019

#### University of California

♣ Phoenix, AZ

Focused on financial management, investment analysis, and corporate finance.

#### **SKILLS**

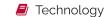
**Budget Management** Financial Reporting Data Analysis Cash Flow Management Regulatory Compliance

## **INTERESTS**









# **STRENGTHS**



#### LANGUAGES







Enalish 80%

Indonesian Arabic 80% 80%

#### **ACHIEVEMENTS**

Reduced annual budget discrepancies by 15% through improved financial controls.

Streamlined financial reporting processes, decreasing report preparation time by 30%.