



AVA DAVIS

Finance Officer

support@qwikresume.com (123) 456 7899 Los Angeles www.qwikresume.com

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

Blue Sky Innovations

Dec / 2020-Ongoing

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

Cactus Creek Solutions

Dec / 2019-Dec / 2020

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 reporting.
- 5. Operated Field Accounting System (FAS) software for daily transaction management.

EDUCATION

Bachelor of Science in Finance

University of California

Dec / 2018-Dec / 2019

Phoenix, AZ

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

SKILLS

Budget Management



Financial Reporting



Data Analysis



Cash Flow Management



Regulatory Compliance



INTERESTS

Gaming

Fashion

Film

Technology

STRENGTHS

Enthusiasm

Fairness

Flexibility

Forward-thinking

LANGUAGES



English
80%



Indonesian
80%



Arabic
80%

ACHIEVEMENTS

- Reduced annual budget discrepancies by 15% through improved financial controls.
- Streamlined financial reporting processes, decreasing report preparation time by 30%.