

BENJAMIN LEE

Business and Finance Operations Manager

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

www.qwikresume.com



PROFESSIONAL SUMMARY

Accomplished Business and Finance Operations Manager with 10 years of experience driving financial strategy and enhancing operational effectiveness. Expertise in budget management, process optimization, and compliance, delivering measurable improvements in efficiency. Proven leader in cross-departmental collaboration, dedicated to achieving strategic financial goals while ensuring accuracy and integrity in operations.

WORK EXPERIENCE

Business and Finance Operations Manager

Seaside Innovations

Apr / 2019-Ongoing

Santa Monica, CA

1. Oversaw the management of accounts receivable, ensuring timely collection and compliance with company policies.

2. Implemented process improvements that reduced billing errors and enhanced customer satisfaction.

3. Collaborated with sales teams to optimize revenue generation and contract adherence.

4. Streamlined billing processes, significantly reducing days sales outstanding (DSO).

5. Conducted account reconciliations to support effective collections and reporting.

6. Resolved operational issues and facilitated software upgrades to enhance efficiency.

7. Developed training programs for staff to ensure adherence to best practices in financial operations.

Finance Operations Manager

Cactus Creek Solutions

Apr / 2015-Apr / 2019

Phoenix, AZ

1. Managed comprehensive financial planning, forecasting, and reporting processes for organizational budget compliance.

2. Processed provider refunds and conducted thorough claims reviews to ensure accuracy.

3. Analyzed financial transactions related to premium collections and payroll disbursements.

4. Monitored metro card utilization for Medicaid programs, providing insights for operational improvement.

5. Supported the Controller with data analysis and special projects to enhance financial performance.

6. Led month-end closing activities, including journal entries and financial statement preparation.

EDUCATION

Master of Business Administration

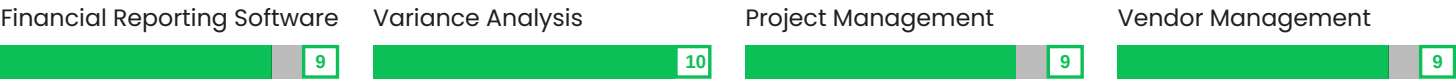
University of Chicago

Apr / 2012-Apr / 2015

Phoenix, AZ

Focused on finance and operations management, emphasizing strategic decision-making.

SKILLS



ACHIEVEMENTS

- Reduced operational costs by 15% through process streamlining.

Improved accounts receivable turnover by 20% via enhanced billing processes.

Led a cross-functional team to implement a new financial system, improving reporting accuracy by 30%.