



ETHAN MARTINEZ

Finance Specialist

PROFESSIONAL SUMMARY

Results-driven Finance Specialist with over 10 years of experience in financial analysis, budgeting, and account reconciliation. Proven track record in optimizing financial processes and ensuring compliance with regulations.

WORK EXPERIENCE



Sr. Finance Specialist  Dec / 2017-Ongoing  Toronto, ON
Maple Leaf Consulting

1. Developed and maintained comprehensive accounting policies and procedures to enhance financial accuracy.
2. Implemented a digital document management system, improving efficiency in inventory and quality control.
3. Managed accounting operations for multiple entities, ensuring compliance with internal controls and financial regulations.
4. Oversaw timely processing of accounts payable and receivable, enhancing cash flow management.
5. Maintained an organized chart of accounts and a robust filing system for financial documentation.
6. Coordinated procurement of materials, optimizing supply chain management based on demand forecasts.
7. Analyzed production schedules and inventory levels across multiple facilities to improve operational efficiency.

Finance Specialist  Dec / 2014-Dec / 2017  Chicago, IL
Lakeside Apparel Co

1. Processed vendor invoices and travel expense reports accurately within the financial system.
2. Conducted audits of employee expenses to ensure compliance with company policies.
3. Facilitated orientation for new hires on financial policies and procedures.
4. Supervised disbursement operations, ensuring accuracy in payroll and expense management.
5. Managed accounting functions including accounts payable, budgeting, and internal controls.

EDUCATION

Bachelor of Science in Finance  Dec / 2011-Dec / 2014  Santa Monica, CA
University of California

Studied financial management, investment analysis, and corporate finance principles.

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SKILLS

Financial Analysis
Client Relationship Management
Financial Planning
Asset Management
Financial Software Proficiency



INTERESTS

 Knitting  Scuba Diving
 E-sports  Reading Fiction

STRENGTHS

 Respectfulness  Self-awareness
 Self-discipline  Sensitivity

LANGUAGES

 English 80%  Swahili 80%  Portuguese 80%

ACHIEVEMENTS

-  Streamlined financial reporting processes, reducing month-end close time by 30%.
-  Implemented a new budgeting system that improved forecasting accuracy by 25%.