ROBERT SMITH

Senior Accounting Analyst I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

10 years of experience as a Senior Accounting Analyst. Recognized Analyst that perseveres in resolving challenging business issues and objectives of the company. Project Management Certified with experience as a Project Analyst/Project Coordinator.

CORE COMPETENCIES

Identify Options, Draw Logical Conclusions And Sound Inferences, Determine And Recommend Practical Courses Of Action Using Innovation, Creativity, Good Judgment And Strategic Thinking, Assisted In Financial Research Projects And Analysis Of Operational Results, Exceptional Verbal And Written Communication, Dependable, Self-motivated, Personable, And Positive Attitude.

PROFESSIONAL EXPERIENCE

Senior Accounting Analyst I

Fidelity Investments Llc - April 2008 – May 2014

Key Deliverables:

- Recognized as the “go-to-person” and as a subject matter expert related to financial analysis for overall team concerns.
- Prepared and distributed client, consultant and custodian monthly and quarterly reports as well as response to internal and external reporting requests.
- Supported the institutional sales and client service team in monthly financial review and analysis of results, reconciliations, and variance analysis.
- Assisted in preparing company-wide monthly, quarterly and annual forecasts.
- Assisted in document gathering and provided support during periodic regulatory exams and internal audits.
- Worked with auditors to prepare and present year-end financial accounts.
- Supported period end activities to ensure financial book closure in time.

Lead HVAC Technician

Gaylord Texan Hotel & Resort - April 2004 – April 2008

Key Deliverables:

- Lead in the operation and guided the HVAC department with the knowledge, initiative, determination, and motivation to meet and exceed management’s expectations.
- Experienced in the repair of fan coil units, heat pump units, vav boxes, condenser and evaporator units and preventative maintenance of commercial and residential air handlers.
- Responsible for assisting with all preventative maintenance, necessary maintenance, and repairs to the buildings mechanical, electrical, HVAC and plumbing systems.
- Performed daily and scheduled maintenance to system components, including belts, filters, cleaning and pneumatic controllers.
- Assisted with work performed by outside contractors, inspected and verified the work upon completion.

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- Experienced with running and maintaining multiple chiller central plants york and Trane centrifugal water-cooled chillers and cooling towers.
- Experienced in running and maintaining Trane, carrier equipment and Johnson controls, Siemens systems.

EDUCATION

- Certificate in Project Management - 2015(the University Of Texas At Arlington - Arlington, TX)Bachelor Of Business Administration in Finance - 2006(the University Of Texas At Arlington - Arlington, TX)

2259 Oak Street, Old Forge, New York, 13420

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