

Sylvia Silver

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Detail-oriented and driven professional with a bachelor's degree in business administration in finance and a master's degree in professional accounting. History of business and educational success and relevant finance experience. Skills include managing multiple projects simultaneously, team leadership, and exceptional communication. Thrives in a fast-paced, high-pressure, and deadline-driven environment.

Key Skills

- Accounts reconciliation
- Technical skills; Microsoft Office, Google Docs, Salesforce
- Balance sheets
- Mergers and acquisitions
- Attention to detail
- Team leadership
- Impeccable client service skills
- Ability to cope under pressure
- Multiple project management

Professional Experience

Financial Officer

Houston Finance, Houston, TX | July 2020 - April 2021

- Evaluated the financial performance of a \$10 million organization in order to prepare future forecasts and budgets
- Created monthly financial objectives based on forecasts and financial evaluations
- Negotiated with vendors to achieve a maximum cost savings of 13%

Financial Analyst

GBC Finance Co, Houston, TX | May 2019 - July 2019

- Monitored all accounting documents to ensure correctness and compliance with federal and state policies
- Monitored fund and equity investments of \$750,000, including inflows and outflows
- Prepared monthly financial reports
- Led presentations for six new members of staff

Education

Master of Professional Accounting

University of Houston-Downtown, Houston, TX, September 2019 - July 2020

Coursework Completed:

- Interpersonal Leadership
- Advanced Auditing
- Analysis of Financial Statements and Entity Valuation

Bachelor of Business Administration in Finance

University of Houston-Downtown, Houston, TX, September 2016 - July 2019

Coursework Completed:

- Maths for Business
- Business Communication
- International Finance