

Professional Experience

Finance Manager

ABC Tech, Orlando, FL | September 2016 - Present

- Produce quarterly financial reports to assist senior management in making strategic plans
- Consistently review vendors to secure preferred pricing which led to annual savings of \$450,000
- Execute core financial processes such as vendor setup and payment
- Work with senior management to develop annual expense plan goals
- Evaluate competitor data to develop business investment strategies to drive growth

Assistant Finance Manager

Core Tech, Miami, FL | June 2012 -September 2016

- Prepared monthly billing reports for 50 executive portfolios
- Decreased monthly expenditure by 27% by effectively reviewing financial reports and identifying problems
- Audited and reconciled payroll for over 300 employees
- Trained 20 new employees in invoice processing

Education

Bachelor of Science in Finance

The University of Miami, Miami, FL | September 2006 - June 2010

Master of Business Administration

The University of Miami, Miami, FL | September 2010 - June 2012

Jason Harrison

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Driven financial specialist with over 9 years of experience in managing the finances of multi-million dollar businesses. Excellent record-keeping, relationship-building, and analytical skills. Proven track record of successfully optimizing frameworks and building cohesive teams that are able to exceed financial goals. Fluent in Spanish and English.

Key Skills

- Budget Management
- Ability to work under pressure
- Financial Planning
- Meet deadlines
- Customer Service
- Problem Solving