

# Jessica Lang

123 Franklin Pike, Nashville, TN 12345 | youremail@example.com | (123) 456-7890

Financial Controller with 5+ years of experience in the nonprofit sector. Committed to finding new ways to improve accounting efficiency and accuracy. Offer creative yet practical accounting solutions based on close analysis of available data and business resources. Ready collaborator who builds productive relationships with other finance team members and across functional lines.

## Education

### Bachelor's Degree – Business Administration

University of Tennessee,  
Knoxville, TN

## Key Skills

- Accounting Management
- Budgeting & Cost Accounting
- Cash Flow Management
- Complex Problem-Solving
- Financial Analysis & Reporting
- Financial Statement Analysis
- Financial System Implementation
- Internal & External Audits
- Operational Streamlining
- Payroll Coordination
- Productivity & Efficiency Gains
- Project & Program Management
- Regulatory Compliance

## Career Highlights

### Financial Controller

CWD Institute, Nashville, TN | August 2019 to Present

- Implemented new timesheet software that enabled third-party contractors to log work hours for efficiently and accurately
- Streamlined sales invoice operations, reducing total accounts receivable by 30% and expediting average processing time by 15%

### Finance Director

KPT Institute, Nashville, TN | June 2017 to July 2019

- Led a 5-member team to meet/exceed 100%+ of objectives for timely and accurate financial reporting
- Converted organization to a new payroll provider, affording more efficient biweekly processing for 300+ employees