

JAMES TAYLOR

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(123) 456-7890

Self-driven and highly organized Chief Financial Officer with almost two years of experience. Skilled at managing all financial operations and working in a high-pressure environment. Attention to accuracy with excellent leadership and communication skills. Fluent in English and Mandarin.

PROFESSIONAL EXPERIENCE

ASSISTANT CHIEF FINANCIAL OFFICER

JNR International, New York, NY | July 2019 - Present

- Assist the Chief Financial Officer in managing all financial accounts
- Analyze and present the financial reports to senior partners in a timely manner
- Conduct detailed research on foreign markets, analyze the results, and present financial reports explaining the acquired data
- Assist the Chief Financial Officer in developing annual financial budgets that include a rolling forecast
- Assisted in the acquisition of four new companies that increased the annual revenue of JNR International from \$2.5 million to \$7.3 million over the past two years.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING

New York University, New York, NY | September 2013 - June 2017

MASTER OF BUSINESS ADMINISTRATION

New York University Business School, New York, NY | September 2017 - June 2019

KEY SKILLS

- Written and oral communication
- Financial analysis
- Knowledge of Quickbooks, Freshbooks, and SQL accounting software
- Problem-solving

CERTIFICATIONS

- CPA Certified by the New York State Board of Public Accountancy in 2019