

# ANON Y. MOUSE

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## EDUCATION

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### BARUCH COLLEGE

Bachelor of Business Administration (BBA), Finance

*New York, United States*

**September 2009 – June 2015**

Relevant Coursework: Advanced Financial Analysis, Advanced Corporate Finance, Statistical Analysis for Economics and Finance, Investment Analysis, Business Policy, Service Operations Management

## WORK EXPERIENCE

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### FINANCIAL COORDINATOR

*Somewhere Army 789th Combat Engineer Battalion*

*Somewhere in Asia, Asia*

**February 2017 – November 2018**

- Managed finance, accounting, and human resource duties for over 250 employees, including PTO, background screens for new employees, budget negotiations for potential projects and discrepancy reconciliation with Headquarters Finance Department.
- Oversaw project budgets totaling \$200,000 USD annually, ensuring timelines and expenses were on track and within stated guidelines and prepared weekly and monthly status reports to management.
- Processed and maintained electronic records of all invoices for the office, including all capital expenditures related to \$500,000 worth of construction equipment necessary for day-to-day operations.
- Successfully identified several cost reduction opportunities, including elimination of wasteful paper and ink expenditures and upgrading to higher quality construction equipment, resulting in less maintenance and replacement expenses. Overall resulted in an 8% annual reduction in operating costs.
- Reduced up to 50 department work hours a month by streamlining and modernizing monthly reports and miscellaneous human resources tasks using Excel.
- Recipient of the “Outstanding Finance Department Award” in Q4 2017 based on compliance, due diligence, and accuracy of financial records.

### TEAM LEADER

*GLO-BUS Business Strategy Game*

*New York, United States*

**January 2014 – May 2014**

- Led team of 4 in managing a camera company against 7 other competitors in the global marketplace.
- Successfully planned and executed a long-term strategy to produce high quality and extremely cost-effective cameras while creating a trustworthy and recognizable brand worldwide, leading to a 60% global market share by the end of the competition, with a 90% market share in Europe.
- Awarded Industry Champion and ranked 40<sup>th</sup> in EPS and 80<sup>th</sup> in ROE globally.

### EDITOR AND MARKETING HEAD

*Small Place My Parents Own*

*New York, United States*

**March 2008 – June 2015**

- Responsible for providing consultation advice for the publication of three of the seven books in the *Big Book of British Smiles*, a series of math test prep textbooks designed for high school students.
- Aided in adjusting and tailoring the theme, content, and language of the books to be more marketable to American high school students and teachers.
- Facilitated the founding of the company’s YouTube channel and Google AdSense page which helped to bring in an additional 30 book orders a month and increased website traffic by 350%.

## LANGUAGES, TECHNICAL SKILLS, AND INTERESTS

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*Languages*: Fluent in Asian Language, intermediate fluency in Spanish, basic fluency in Asian Language.

*Technical Skills*: Excel (VBA, PivotTables, VLOOKUP, INDEX/MATCH, Goal Seek), Powerpoint, Financial Modeling, SQL, working knowledge of Python.

*Interests*: Golf, health and fitness, indoor rock climbing, English tutoring.