

# FIRSTNAMELASTNAME

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[LinkedIn Profile Link](#)

## Summary of Qualifications

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Data Analysis	SQL/T-SQL	ERP Implementation
Microsoft Excel	Power BI	Agile Scrum
ETL	Database Design	Budget & Forecast
DAX	Power Automate	Kanban
Financial Modelling	Oracle	JIRA

## EXPERIENCE

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### **Fortune 10 Company** 2020 – Current

*Senior Financial Analyst (Contract via ConsultingCompanyName)*

- Lead the design and development of analytics reports in PowerBI for the Total Cost of Ownership (TCO) model with the goal of reducing overall spend by 3% per quarter
- Identify, formulate, and enhance technical guidelines and best practices for internal stakeholders to optimize queries, and simplifying Extract, Transform, & Load (ETL) development in SSIS
- Develop methodologies for a detailed analysis of actuals, successfully reduced unmapped actuals from over \$1 million down to \$100K leading to a net variance of under 3%
- Support senior executives by managing forecasting and budgeting for a \$100+ million portfolio of complex technology projects and provide detailed financial packages using PowerBI
- Create complex calculated measures using Data Analysis Expression language (DAX) to utilize predictive analytics within presented reports (50+ calculated measures created)

### **Luxury Hotel Company** 2019 – 2020

*Corporate Assistant Director of Finance*

- Consistently achieved 92%-96% AR turnover ratio at assigned properties through diligent contract analysis and improved credit and collection procedures
- Analyzed P&L statements for multiple properties monthly and investigated forecast variances in expense lines to maintain 3%-4% forecast accuracy
- Designed technical training material and trained seven (7) team members in the efficient use of Excel, Tableau, and enterprise applications, saving over 20 hours per month in clerical time
- Utilized Power Automate and Python to implement automated solutions for common tasks.
- Ran SQL code to assess, clean, validate, and analyze large datasets used to prepare financial packages for General Managers, Directors, and VPs across the organization

### **VC-backed Start-up (Manufacturing)** 2017 – 2019

*Finance Manager*

- Chaired implementation of new ERP system and trained three (3) team members in its use, resulting in an 80% reduction in documentation errors
- Partnered with the CFO and other department heads to slash total operational overhead by 15% through the development and analysis of departmental budgets

- Collaborated with Production, Sales, and Marketing teams to generate over \$10 million in new revenue over three years by targeting new clients and increasing order volume with existing clients
- Transformed large and complex data extracts and queries utilizing SQL and Oracle Data Integrator across multiple data sources such as MS Access, Oracle, and SharePoint.
- Automated data transfers including importing and exporting data between applications utilizing PowerShell and Power Automate

### **Small Boutique Hotel**

2015 – 2017

#### *Assistant General Manager*

- Coordinated with senior management to increase revenue by 8% per year by implementing a new social media program targeting niche markets and attracting new clientele
- Assisted in achieving “50 Best B&B Hotels in America” designation by *Business Insider* through the implementation of Total Quality Management techniques in the front office
- Participated in financial activities such as the setting of room rates, the establishment of budgets, the allocation of funds to departments, and the management of payments to external contractors
- Authored and executed new policies and procedures, resulting in a 22% increase in operational efficiency of the housekeeping department, and an 18% increase in operational efficiency of the front office department (measured via month over month analysis of labour hours)
- Created an internal database and record management system for guest complaints and staff responses, resulting in a 50% increase in guest satisfaction scores through TripAdvisor

## **EDUCATION**

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### **University**

*Master of Business Administration (MBA)*

May 2017

Concentration: Finance

GPA: 3.8/4.0

### **University**

*Bachelor of Science (B.S); Hospitality Management*

May 2015

Minor: Environmental Sustainability

GPA: 3.8/4.0

### **Certifications:**

Microsoft Certified Data Analyst Associate

April 2021

Certification number: xxxxxxxx

150-hour certification program in Business Analytics  
from Harvard Business School Online (HBSO)

October 2018