

Olivia Ogilvy, Accountant

1515 Pacific Ave, Los Angeles, CA 90291, United States, email@email.com

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Twitter](#), [Linkedin](#), [Facebook](#)

PROFILE

Experienced Certified Public Accountant with 7+ years of experience in financial reporting, reconciliations and P&L statements. Holds an MBA plus a Business Valuations Certificate. Proven track record in financial system overhaul resulting in improvements of up to 30% in terms of processing speed and accuracy.

EMPLOYMENT HISTORY

May 2017 – Apr 2019 **Accountant III, BZG Bank** Los Angeles

Implemented a cash conversion model for six branches and ten ATMs that saved \$40,000 a year in processing expenses.

- Oversee all financial reporting and accounting functions.
- Manage a team of 4 accounting clerks during the reconciliation of bank accounts, analysis of periodic financials, and preparation of budgets.
- Compile financial statements and submit to Financial Director
- Reconcile T&E, Amex, Petty Cash, and Prepaid accounts
- Verify all payments against invoices and accounts receivable reports
- Update budgetary schedules and expense reports every 30 days
- Responsible for the payroll function of 1500 employees

Jan 2013 – Mar 2017 **Accountant II, H2O Manufacturing** Tampa

Reinvented the format of several critical and complicated Balance Sheet account reconciliations which reduced the error variations by 30%.

- Prepare journal entries, reconciliations, and trend analyses during month end
- Manage revenue, accounts payable, accounts receivable and expense accrual accounts
- Liaise with operations, production, and marketing department to validate the correctness of financial information and review financial data reports
- Assist with migration of the balance sheet from Oracle to SAP
- Responsible for cash disbursement
- Engage with internal audit team to complete documentation for SOX and Basel II

Jan 2011 – Dec 2012 **Accountant I, Cobb & Associates** San Diego

Retrieved over \$100,000 in overdue receivables in less than three months by assigning a temp debt collector to follow up on outstanding payments.

- Assist with monthly, quarterly and annual financial statements, general ledger, balance sheet reconciliations, journal entries, fixed assets, and P&L reporting
 - Calculate variances between actual results and budget forecasts.
 - Reconciliations of main bank account and international subsidiary accounts
 - Prepare documents for annual tax returns
 - Work with external auditors during the audit review and compile all the necessary documentation required during the investigation
 - Responsible for accounts payable and accounts receivable statements
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EDUCATION

Apr 2016 – Aug 2016 **Association for Investment Management & Research (AIMR),** Tampa
Chartered Financial Analyst (CFA)

May 2015 – May 2016	Boston University, Masters in Business Administration	Boston
Jan 2014 – Dec 2014	American Institute of Certified Public Accountants (AICPA), Certified Public Accountant (CPA)	Atlanta
Apr 2009 – Dec 2012	Oloma University, Bachelor of Science in Accounting	Bloomfield

SKILLS	Financial Reporting	Expert	Financial Management	Experienced
	Financial Accounting	Experienced	Income Statements	Expert
	Balance Sheets	Expert	P&L Calculations	Expert
	Advanced Excel	Expert	Federal Regulations	Experienced
	Bank Reconciliations	Expert	Ledgers & Journals	Expert

LANGUAGES	English	Native speaker	French	Highly proficient
	Spanish	Very good command		

HOBBIES Skiing, Running, Cooking

COURSES

Jan 2013 – Apr 2013 **Certificate in Accounting Fundamentals, Merrick Business School**

INTERNSHIPS

Jan 2006 – Mar 2009 **Accounts Intern, Seattle Veteran's Association** Seattle

Internship during school holidays

- Responsible for financial administration
- Reconciliations of bank statements
- Follow up on account receivables