

**ABC Candidate**  
**123 DEF Street, Anytown, USA 55555**  
**[abccandidate@gmail.com](mailto:abccandidate@gmail.com) | 111-222-333**

**Global finance and accounting executive who:**

- ◇ Provides timely, accurate information and solid counsel for executive level decision making
- ◇ Advises businesses through change, increasing shareholder value
- ◇ Ensures accounting regulatory compliance within the U.S. and International markets
- ◇ Strategically manages projects to ensure compliance with budgets and timelines
- ◇ Directs, motivates and mentors team members from multi-disciplinary, multi-national environments

**Expertise**

- Financing - Public Equity, including IPO's, and Debt Offerings
- U.S. Generally Accepted Accounting Principles (GAAP)
- International Financial Reporting Standards (IFRS)
- SEC Rules and Regulations
- Acquisition Accounting
- Internal Controls
- Project Management
- Global Markets
- Venture capital-backed Start-ups to Large Public Companies
- Private-equity Owned Businesses
- Consumer and Industrial Manufacturing, Life Sciences, Transportation and Service Industries
- Key Relationships – Audit Committees, C-level Executives, Finance Management, Investment Bankers, Legal
- Multilingual (English and conversational German)

**Professional Experience**

**ABC Company**  
***Assurance Partner***

**2009-present**

Manage the audits of multiple public and private global companies, managing teams of up to XY and generate \$X million of annual revenue.

- Provide technical accounting advice and training related to U.S., International and SEC rules and regulations.
- Recruit and manage staff, including hiring, assessing performance and providing career counseling and mentoring.
- Coordinated the successful proposal for a fast-growing, private-equity owned advertising agency for audit and tax services. Created multi-disciplinary team, coordinated and prepared audit and tax proposal. Secured contract with fees in excess of \$XXX,XXX annually.

**ABC Company**  
**2002-2009**  
***Assurance Partner***

Led audit engagements for multiple public and private U.S. and international companies, including a large, multi-national manufacturer with revenues of \$XY billion. Provided technical advice on U.S. accounting regulations. Managed a team of up to AB people- including non-audit specialists.

- Instructed various courses on U.S. generally accepted accounting principles and International Financial Reporting Standards for clients and organizations throughout the U.S.

- Recruited and managed staff, including hiring, assessing performance and providing career counseling and mentoring. Three mentees were promoted to partner.
- Championed the office work environment initiative council to foster improvements in the work-life balance of audit, tax and advisory staff, leading to increased work satisfaction survey results.
- Successfully took over audit of Transportation client after existing auditor resigned. Prepared detailed work-plan for re-audit of financial statements, and completion of initial public offering document. Completed audits and IPO within six months, exceeding Senior Management's expectations.
- Secured a key account in North America. Identified large multi-national audit client with operations in US/Canada whose operations were audited by a competitor. Created multi-disciplinary/multi-national team, coordinated and prepared audit, tax and IT proposal. Presented proposal to company's CFO. Won contract with fees in excess of \$XM annually.
- Successfully spearheaded and completed critical project. Manufacturing firm required SOX implementation, IFRS conversion, acquisition accounting and two simultaneous audits within AB months. Implemented weekly updates to determine status of deliverables, identified issues and proposed solutions. Completed projects within timelines.
- Improved data collection and client satisfaction. Team was not receiving appropriate financial information from key client causing "inefficient hours" and client frustration. Reduced inefficient hours XY% and significantly enhanced team and client morale for subsequent year's audit.
- Increased employee retention to ensure business continuity. Audit team produced highest chargeability rates, but suffered from audit fatigue. Implemented a variety of initiatives and increased team retention to above the office average.
- Enhanced corporate benefits package for a non-profit. As chair of The Institute of Art's development sub-committee, analyzed various non-profit organizations, determining most impactful programs to attract/increase corporate sponsorships. Efforts adopted by The Institute.

### **ABC Company**

**1997-2002**

#### ***Assurance Senior Manager/Partner***

Provided extensive U.S. generally accepted accounting principles and SEC technical expertise for several large publicly traded manufacturing and technology-based organizations, including guidance on the implementation of new accounting pronouncements, SEC regulations, transaction-based accounting guidance, and periodic reporting requirements.

- Assisted in the successful initial public offering of three technology and manufacturing-based organizations, including detailed work with financial statement and MD&A disclosures, clearance of SEC and stock exchange comments, and discussions with applicable officials.
- Provided technical advice to local teams in selected areas related to the conversion of financial statements from local accounting principles to U.S. generally accepted accounting principles resulting in the successful completion of those projects.
- Taught various courses on U.S. accounting regulations and SEC reporting issues for partner companies and local offices in select countries.

### **ABC Company**

***Assurance Manager/Senior Manager***

**1995-1997**

Managed various audit engagements of technology and manufacturing-based organizations ranging from privately held, emerging companies to public multinational companies.

- Participated in multiple public offerings and registration statements.
- Planned, scheduled and budgeted audits including resolution of scheduling conflicts and monitoring and revision of budgets, and billed and collected professional fees.
- Supervised and reviewed the work of up to XY staff concurrently including preparation of performance evaluations and career counseling.

**ABC Company**  
***Assurance Staff/Senior***

**1989-1995**

Supervised a wide variety of global audit engagements for technology, manufacturing and financial services-based organizations ranging from privately held, emerging companies to public multinational companies, including participation in the initial public offering of four companies.

**Education, Certification and Service**

- BS, Accounting (with distinction), XYZ University
- Certified Public Accountant (Any state, Another state and Another state) - Active licenses
- Professional Association Member:
  - American Institute of Certified Public Accountants
  - Any state Society of Certified Public Accountants
  - Another State Association of Certified Public Accountants
  - Every State Certified Public Accountants Society
- Member – ABC Country Club (Finance Committee Member)
- Former Member – Development Committee of the Any state Institute of Arts
- Assistant Coach – City Youth Baseball
- Multilingual – English and conversational German