

JON STEWART

Bainbridge, GA | (229) 123-4567 | sampleresumetemplates@email.com

SUPPORT SPECIALIST / AUDITOR / FINANCIAL ANALYST

- Leverages deep experience developing business and technical solutions to ensure data integrity.
- Manages business operations and all phases of complex project engagements.
- Employs advanced database management and system programming procedures.
- Analyzes and improves processes and reporting capabilities working with teams and clients.
- Designs and executes auditing strategies to drive compliance with internal and external guidelines.

PROFESSIONAL EXPERIENCE

Support Specialist / Analyst | STERLING FINANCIAL - Bainbridge, GA

2011 to Present

OPERATIONAL SUPPORT

- Interface with bankers and external contacts to obtain financial data solutions for banker clients.
- Work directly with data vendors to resolve data discrepancies.
- Make inquiries and follow up with banker on all external inquiries.
- Put forth a commitment towards teamwork and a willingness to contribute to the group.
- Recommend potential solutions and best practices when applicable.
- Work as part of a self-directed team with accountability for all technical aspects of work, quality, efficiency, daily workflow and customer service.
- Communicate effectively with bankers, vendors, peers and cross-functional departments.

FINANCIAL ANALYSIS & REPORTING

- Develop and maintain a broad understanding of financial databases, valuations and some financial modeling methods used within the department.
- Provide assistance and expertise to bankers regarding database capabilities.
- Work with bankers to obtain solutions for data shortcomings.
- Perform quantitative analysis of company valuations and financial modeling.
- Prepare client presentations and actively manage the compilation of pitch books.

Assistant Auditor | AUDITOR ALLIANCE - Americus, GA

2003 to 2011

- Established audit department from the ground up: developed core audit strategies and managed the submission of all annual reports to external and internal auditors.
- Selected and mentored audit staff members, developed the Department's standard audit tools.
- Developing a risk-based audit approach and departmental-wide budget control system.
- Designing a high effective audit reporting system for senior management access.
- Streamlined the preparation of monthly financial statements and variance analysis reports.

EDUCATION

GEORGIA SOUTHWESTERN STATE UNIVERSITY - Americus, GA

Bachelor of Science in Accounting