

SAMPLE-CHRONOLOGICAL RESUME

SAMUEL STUDENT

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SUMMARY

Highly organized, dedicated accounting and management professional with significant and progressive experience in accounting and financial reporting. Proven background includes financial analysis and forecasting, governmental and management reporting, corporate and general accounting.

- Expertise in financial and accounting systems, policies and procedures
- Demonstrated ability to produce quality and timely results
- A team leader who builds strong business relationships
- Effective communicator, staff developer, and problem solver

PROFESSIONAL EXPERIENCE

GreatBanc Inc., Lisle, IL

1999 – 2007

A \$1.2 billion multi-bank holding company

Controller/Vice-President

Managed centralized accounting and financial reporting functions for three community banks in accordance with GAAP, regulatory and corporate policies. Managed general ledger, accounts payable, fixed assets, investments, general accounting, risk management, month-end close process, management, tax, and regulatory reporting

- Coordinated the timely and successful preparation of the annual consolidated audit reports and the corporate income tax schedules thereby reducing fees
- Delivered highly acceptable audit and regulatory exam ratings
- Contributed to the general ledger system conversion that increased processing efficiency and data reliability
- Implemented and modified new and existing processes that improved the month-end close reporting time

Citibank Federal Savings Bank, Chicago, IL

Prior to 1999

A \$20 billion financial services subsidiary of Citigroup

Senior Financial Reporting Analyst

Managed governmental reporting to the Office of Thrift Supervision (OTS). Ensured implementation of all OTS revised instructions and regulatory policy requirements

- Attained outstanding regulatory examination and internal audit ratings every year by means of timely and accurate report preparation and submission
- Consolidated the regulatory reporting function from four segmented applications into one unified process, reducing annual expenses by \$140,000 and redeployment of three staff members
- Redesigned the regulatory reporting process by developing and implementing new automated reports and spreadsheets achieving substantial annual savings

Regional Controller

Directed the financial process for Citibank's National Operations Division (NOD), including forecasting, analyzing, and reporting on an \$11 million budget to local and national senior management.

- Redefined NOD departmental alignment thereby reducing annual expenses
- Received the Top Operations Performance Award for contributions to the annual financial planning process by developing new spreadsheets and plan formats, timely submission and detailed analysis of plan package

Corporate Accounting Manager

Managed the financial accounting and reporting, including general ledger, fixed assets, accounts payable, securities and general accounting, and management and regulatory reporting.

- Supervised staff of sixteen employees and \$2 million dollar departmental budget
- Implemented new securities accounting software that resulted in significant annual savings
- Received twelve consecutive "clean" annual governmental and corporate audit ratings
- Instrumental in 10 bank consolidations and system conversions

EDUCATION

Master of Science in Accounting

Roosevelt University, Chicago, Illinois

Bachelor of Science in Business Management

Calumet College of St. Joseph College, Whiting, Indiana