**Brandon Booth**

**Long Beach, CA** **| (123) 456-789** **| 1996abc@aol.com**

**Accounting Analyst**

Accounting Analyst combining cross-functional competencies in cost reduction, data analysis, financial reporting, and project management. Expertise in project implementation, analyzing data, and creating and executing standard operating policies and procedures to positively impact the organizational goals. Proficient in identifying challenging areas and achieving corrective measures. Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues, and interface with professionals on all levels.

**Areas of Excellence:**

* Data Analysis
* Administration
* Accounting Analyst
* Project Management
* General Ledger
* Staff Management
* Information Systems
* Accounts Payable/Receivable
* Quality Assurance
* Change Management
* Vendor Management
* Continuous Improvement

**Professional Experience**

Friendly Credit Union, Long Beach, CA **| 2015-Present**

**Accounting Analyst**

Analyzed, monitored, and reconciled general ledger, including Automated Clearing House (ACH), share drafts, Automated Teller Machine (ATM), mobile, deposit, and cash advance accounts. Created, sent, and tracked outgoing and incoming cash letters. Established manual corrections to ACH, ATM, Check, Mobile, and Wire programs.

* Selected to serve as primary ACH coordinator charged with processing daily ACH files, as well as preparing and posting journal vouchers, reclamations, originations, payroll, discrepancies, and death notices.
* Collaborated with System Administrator and IT Specialists to execute a large-scale Same Day ACH implementation project. Identified outstanding account concerns to determine cause and led the resolution process.
* Rewrote policies and procedures across all electronic banking sources to increase efficiency.
* Recommended and achieved new cashier’s check MICR formatting system, resulting in savings of $30K.
* Proposed and upgraded industry software products that reduced MICR lines to reduce ACH from 400 to 30 daily.

Friendly Credit Union, Long Beach, CA **| 2012-2015**

**Electronic Operations Specialist**

Administered electronic banking operations, including originating, processing and servicing electronic banking applications, online banking maintenance and servicing, wire transfers, ACH, cash letters, internet banking, ATM, debit cards, exception item processing, and overdraft processing. Monitored closed online banking agreements, updated bill pay information, assisted with bill payment disputes, and responded to online customer inquiries.

* Managed budget for employee activity committee in excess of $15K.
* Established and maintained strong relationships with internal and external customers to ensure overall satisfaction and retention.
* Completed 63 Friendly Credit Union online educational modules and received PhDfrom TEC University.

Friendly Credit Union, Long Beach, CA **| 2010-2012**

**Branch Associate - Floater**

Provided assistance to tellers, member services, floor managers, loan specialists, and collaborated with Marketing, Accounting, Compliance, and Auditing departments. Sold loan, deposit, fee income products and services in-person, over the phone and in writing to existing and new customers. Provided follow up service to new customers to address their questions and concerns to enhance customer service experience. Handled large amounts of currency, coin, and used Personal Teller Machine (PTM) technology for customer transactions. Opened new customer accounts, approved, and underwritten and disbursed loans.

* Processed customer transactions and proactively identified red flags regarding fraud and scams, deploying proper action as needed.
* Selected by leadership to receive cross-training for both front and back office operations, contributing to the improvement of loan procedures.
* Partnered with front and back office staff to streamline work processes, resulting in enhanced work environment.

ABC Company, Long Beach, CA

**Account Manager** **| 2008 – 2010**

Submitted client applications to eligible carriers and prepared summaries of insurance, and proposals. Verified policy and policy change information and facilitated corrections. Identified client exposure to loss and suggested appropriate coverage. Maintained client retention levels for existing book of business by reviewing renewal accounts and conducting account review process.

* Expanded annual business by $500K through cross-selling new products.
* Managed multiple departments compliance, client services, and commercial products.
* Utilized data analytics and tracking to determine client needs and resolve client complaints regarding sales and service.

**Education & Awards**

GEORGIA PERIMETER COLLEGE, Atlanta, GA

Associates of Science Degree in Business Administration

Received 60 Quality Service Awards

Development Strategy

I formatted this resume to have an impact visually. The opening summary places Brandon’s experience in context and introduces his diversified skills as his key attributes. The “Areas of Excellence” section contains keywords appropriate to his experience for a branding statement and an at-a-glance information to managers.

Immediately following, is a recount of his professional experience starting with his current role. It details his promotion and level of functioning experience. Then I selectively displayed his relevant accomplishments with bullet points. The accomplishments conveyed the scope of his job, as well as many results that either drove revenue or cut costs. Page two continues to build on prior positions and draws to a close of Brandon’s education.