

SAMPLE FIRST PAGE OF A JOB-WINNING EXECUTIVE RESUME

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FINANCIAL AND OPERATIONAL EXECUTIVE - EXPERIENCE WITH START-UP, TURNAROUND AND FAST-GROWTH COMPANIES

“Specializing in optimization of financial and operational performance through implementation of solid systems”

Solution-focused and profit-driven leader with the vision, experience and business acumen to move **beyond** the financial statements and formulate cost-effective strategies to overcome potential shortfalls, maximize resources and increase revenues. Skilled negotiator who consistently builds positive, mutually respectful relationships with banking and investment-financing officials to facilitate corporate expansion. Instrumental in planning long-term corporate direction.

Hands-on experience in diverse leadership positions to earn progressive responsibility for all aspects of business development, accounting, financial and operations management. Skilled at managing **cross-functional teams** and implementing workflow processes to improve productivity. Able to see the ‘big picture’ to move companies forward.

Reputation as a ‘financial troubleshooter’ supported by **over 20 years** of consistently successful management level experience with organizations ranging from entrepreneurial ventures to multi-national corporations. Valuable network of business contacts throughout the US, Canada, Europe and Asia. Fluency in English, Spanish and Italian. Sound knowledge of latest business technologies and applications (see more details on page 2).

KEY EXECUTIVE BENEFITS:

**BUSINESS RESTRUCTURING PROGRAMS ... PROFITABILITY STRATEGIES ... IPO PROCESS LEADERSHIP
VENTURE CAPITAL FUNDING ... MERGERS & ACQUISITIONS ... FINANCIAL & OPERATIONAL ANALYSIS
TECHNOLOGY INTERFACE ... COMPLEX SALES & MARKETING TRANSACTIONS ... MARKET EXPANSION
HIGH PROFILE CUSTOMER RELATIONSHIPS ... OUTSOURCING MANAGEMENT**

CAREER SYNOPSIS:

Chief Financial Officer / VP Operations

PROFESSIONAL ELECTRONICS CORPORATION, Any City, TX - 2003 to present

Business: Specialty electronics manufacturer with 150+ employees at 4 subsidiaries located in TX, CA, NY and TN, providing high tech applications to primarily defense, transportation and communications industries. \$120 Million in global annual sales.

Primary Challenges: (i). Building a positive image and infrastructure for the Finance and Accounting department while introducing effective financial controls; (ii). Reestablishing relationships with lenders and securing financing for expansion projects; (iii). Strategically growing 2 under-performing divisions by streamlining operational processes and outsourcing a major portion

Leadership Actions and Significant Res

- Advised senior management to implement performance measurement tools to facilitate pre
- Developed strategic initiatives designed to **increase in profits within 24 months**
- Re-negotiated line of credit and increased to **\$2.5 Million credit line in 5 months**
- Spearheaded company’s mergers and acquisitions to **realize a nearly +600% return on investment**
- Developed insurance criteria rating system resulting in **improvements and +10% annual savings**
- **Outsourced call center operations** to reduce costs, improve management and directing construction

Additional Focus and Contributions:

establishing workflow processes for 24 subsidiaries in Houston. During first 6 months **modernized** tracking system to ensure agreements met

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