

# Francine Financier

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## Summary:

Over 7 years as a Financial Analyst in fast paced Silicon Valley companies. Expertise includes:

- **Financial reporting.** Accurately prepare and file both federal and state SEC financial reports and tax returns in a timely manner.
- **Financial analysis and budgeting.** Provide budget development and analysis of actual reporting.
- **Accounting Systems.** Experienced working with AP, AR and GL colleagues to implement SAP modules that allow easier analysis and tracking while increasing efficiency.
- **Communication and team focus.** Excellent writing and speaking skills with ability to professionally represent and collaborate with cross functional teams.
- **Computer Skills.** Proficient with all SAP and Oracle finance and accounting modules. SAP reporting tools. MS office applications, with advanced Excel knowledge.

## Experience:

**Sr. Financial Analyst, ABC Technologies Inc.** San Jose, CA June 20xx to Present

- Provide analysis and reporting for the wireless division, reporting directly to the Controller.
- Advise Engineering and Marketing on their annual budgets, analyze prior year variances and ensure targets are met.
- Hired and trained two analysts to assist in this fastest growing division.
- Created new set of SAP reports that have allowed senior management to manage growth without exceeding budgeted levels. Wrote requirements, interfaced with programmers and tested final reports prior to release.
- Represented Finance on the SAP implementation team, and assisted colleagues in accounting to train employees.
- Analyzed engineering variances and reconciled over \$1 million in outstanding equipment purchases.
- Supervise the preparation and filing of all SEC documents and financial tables for the annual report.

**Financial Analyst, XYZ Inc.,** San Jose, CA June 20xx to June 20xx

- Worked under the direct supervision of the CFO at this small startup.
- Gathered information for and filed all tax documents for both state and federal returns; introduced automated filing to the department.
- Created extensive Excel spreadsheets with complex macros to analyze company revenue and expense trends.
- Trained managers and supervisors on new budgeting process.
- Quickly learned Oracle applications used by both finance and accounting.
- Interfaced with accounting at each month end close and generated reports for management with updated numbers.
- Analyzed AP and AR accounts and reconciled major disparities that resulted from procedural gaps, subsequently corrected.

**Jr. Analyst, DEF Bank, Inc.,** San Jose, CA August 20xx to June 20xx

- Supported the senior analysts in this large international banking firm. Researched and gathered data on all aspects of the banking business.
- Worked with accountants to ensure timely month end closes.
- Updated and ran budget reports for heads of departments.
- Promoted from Teller position after less than one year.

## Education:

**Santa Clara University** Santa Clara, CA

*Bachelor of Science in Commerce, Major in Finance, Cum Laude*

## Other:

- Bi-lingual: English and Japanese
- Volunteer experience with the American Cancer Society for 5 years
- Active member of Santa Clara University's Alumni Association
- Nationally ranked chess player