

Thomas Jefferson

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Cell: (617) 123-4567

95 Commercial Street
Boston, MA 02109

EDUCATION

Massachusetts University School of Management; Boston, MA

Bachelor of Science in Business Administration

Triple Concentration in Finance, Entrepreneurship, and Operations Management

May 2006

EXPERIENCE

Regal Companies, Framingham, MA

2007 –

Present

Large Off Price Retailer

Financial Analyst

- Projected credit & debit expenses, tender usage rates, and average ticket costs on a monthly, quarterly, and annual basis for a weekly report that was sent to senior management.
- Constructed a detailed fiscal FY08 plan for the HomeGoods division, which considered year over year trending, planned rate changes, and assumptions supported by analysis of current data.
- Produced ad hoc reports that analyzed the effects of credit & debit rate changes, fiscal plan changes, and reconciliation variances.
- Performed a monthly audit of invoices to ensure their accuracy and researched the source of any variance.
- Managed roughly fifty entries which included variance write-offs, accruals, and account reclasses.

Borsj Corporation, Westborough, MA

Nov 2006 – Feb 2007

Large Information Solutions Company

Contract Financial Analyst

- Created various ad hoc reports that forecasted current spending by functional area or expense bucket, which helped the controller to benchmark previous spending and track variances in the current budget
- Managed week ending contractor labor roster and full time employee headcount; this allowed senior analysts to accurately accrue for labor expenses
- Projected IT HR and contractor labor expenses for fiscal year 2007
- Contacted vendors to settle uninvoiced accounts and close outstanding purchase orders

User Corporation, Hudson, MA

Summer 2006, 2004, and 2003

Small Healthcare Software Startup

Summer Intern

- Analyzed P&L statements and developed pro-forma statements alongside a CPA
- Applied a structured sensitivity analysis to key parameters in the pro-forma statements and established a best, worst, and base case for the financial statements
- Supported the CEO with financial information necessary for closing deals

Foughere Accounting & Tax Consultation, Waltham, MA

Summer 2005

Small Accounting & Tax Consultation Practice

Summer Intern

- Prepared disbursement spreadsheets, Income Statements, and Balance Sheets using Microsoft Excel or QuickBooks, reducing the accountant's task time considerably
- Improved methodologies for collecting invoices and registering payment, resulting in a 60% increase in response rate from previously unpaid bills
- Drafted letters that were sent to clients requesting documents or payment

SKILLS

- PC and Mac; Microsoft Word, PowerPoint, Excel, Microsoft Access, Microsoft Visio, Oracle, Essbase, and QuickBooks

INTERESTS

- Sports, Fishing, Traveling, Outdoors