

ERIC D. SCHMIDT

1685 Crestview Drive
Lake Oswego, Oregon
999-999-9999
000-000-0000
ericdschmidt@xyz.com

Objective: Senior Financial Analyst with 7+ years' experience in financial analysis, planning, and budgeting. Demonstrated expertise in and dedication to innovating process improvements that positively affect company profitability. Post-baccalaureate accounting certificate, CPA, strong PC skills. Self-starter, creative problem

Experience:

MAGINNIS & CAREY LLP CERTIFIED PUBLIC ACCOUNTANTS Portland, Oregon
Financial Analyst 2007 to Present

- Built accounting department for fast-paced start-up company, a division of the #1 company in the U.S. for sales of container nursery stock, with \$70 million in annual sales.
- Designed and documented processes and procedures and hired support personnel.
- Supervised and trained accounting staff on general accounting procedures, spreadsheet models, and technical best practices. Provided senior-level financial support in forecasting of cash requirements, capital expenditures, and labor costs, integrating input from sales director and operations managers/controllers.
- Developed financial models, including long-term forecasts for accounts payable payments, labor cost forecasts, capital expenditure forecasts, key measurement ratios and graphs, and monthly financial statement models using standard GAAP format. Completed financial reporting and consolidation of four subsidiary companies.
- Actively interpreted and reviewed financial results with/made recommendations to senior leaders. Researched and corrected variances and omissions.
- Reduced labor costs by average of \$500 per month by cutting two days off monthly close schedule.
- Saved company approximately \$22K in additional labor costs by completing increased department tasks without adding
- headcount.
- Facilitated savings through improved communication, giving staff opportunity to take on more responsibility
- and improve skills.
- Saved countless hours of clerical staff time spent filing and making copies by developing process and procedures to

- convert existing paper filing system to electronic filing process.
- Earned 10% increase in pay for 2003 as result of cost-saving achievements and value to company.

MAGINNIS & CAREY LLP CERTIFIED PUBLIC ACCOUNTANTS Portland, Oregon
Staff Accountant 2004 to 2007

- Compiled and reviewed financial statements for small, local public accounting firm to acquire relevant public accounting experience.
- Prepared corporate, partnership, and individual tax returns.
- Developed projections of income and cash flow statements.
- Carried out other projects typical of certified public accounting firm, including monthly close process for clients, correspondence with taxing authorities,

GARDENBURGER LLP CERTIFIED PUBLIC ACCOUNTANTS Portland, Oregon
Financial Analyst 2002 to 2004

Prepared forecast schedules for payroll reserve requirements and recommended rates to reserve manager.

Prepared various monthly accounts receivable reports and graphs for senior management/operations and additional ad hoc analysis reports as needed.

Reviewed income statement and balance sheet accounts and researched and corrected variances.

Created A/R management reports in Oracle and automated using Cognos Impromptu report writer software program.

Reduced labor costs \$500 per month on average by cutting two days off total report time for monthly accounts receivable reports.

Worked with senior management and operations, analyzed issues, and developed automated system using Oracle.

Increased efficiency of reconciliation process by working with IT department to develop custom program in Oracle to track and reconcile prepaid accounts.

Education:

University of Portland Portland, Oregon
Bachelor of Science in Business 2000

University of Oregon Eugene, Oregon,
Post-Baccalaureate Accounting Certificate 2005

Certifications & Trainings:

- Controllership: Leading Skills for Corporate Performance, American Institute of

CPAs (AICPA)

- Organizational Skills for Time and Stress Management, Click2Learn
- Management Basics: Thriving as a New Manager, Click2Learn, 2003
- New CPA Ethics, AICPA
- Compilation and Review Engagements, AICPA
- S-Corporations, AICPA
- Advanced Managerial Accounting, University of Portland
- Advanced Microsoft Excel, Portland Community College
- Cognos Impromptu Workshop, Gardenburger
- Oracle General Ledger Financials, Gardenburger
- Corporate Finance, University of Portland

Affiliations:

American Institute of Certified Public Accountants and Institute of Management Accountants

References: Available upon request