CONTACT

(212) 555 - 5555  YOURNAME@MAIL.COM ] [www.yourwebsite.com](https://resume.io/resume-templates/?id=cpdokyF1) 

YOUR LOCATION 

EXPERIENCE

**DIRECTOR – TELECOMS INC**

JAN. 2018 - DEC. 2019

• Acquired a new accounting program and assisted in the roll out of the new controls and financial processes across departments

• Manage the daily financial responsibilities of the company, in charge of cash flow and decisions related to short-term cash

• Assisted human resource with payroll and year-end tax reporting

• Responsible for the company’s compliance with federal, state, and local laws and regulations.

• Assisted in fundraising events and oversaw fundraising projects and reports

**DIRECTOR – MEDIA24**

DEC. 2016 - NOV. 2018

• Responsible for good practice drive in the company, helping line managers to implement company’s goals for good practice and self development

• Nominated to be part of TAP (talent acceleration program) for employees across international affiliates

• Listed as one of the top 3 participants in the TAP program with a special mention of managerial competencies

 **DIRECTOR**

Desirous of a Director position at XYZ Company to utilize 12 years of top management experience. Offering sound business knowledge and practice, an excellent judge of character, and proven strategic decision-making skills to further the company's operations.

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 EDUCATION

2017 – 2019

MBA

University of Colorado

2012 - 2015

Bachelors in Financial Management

 Westwood College

 PROFILE

 CONNOR GREEN

SKILLS

**LANGUAGES**

FLUENT IN ENGLISH + GERMAN CONVERSATION IN SPANISH

**TECH EXPERTISE**

DILLIGENCE, MERGERS, VISUAL LAYOUT, MARKETINGBIZ