

EXECUTIVE RESUME CHEAT SHEET

Quick tweaks to increase your interview rate

The Job You're Interested In

ROBIN ANDREWS, CPA, CM&AI, CHIEF FINANCIAL OFFICER

I secure millions in revenue and increase organizational effectiveness by developing key financial solutions.

Powerful & "Unselfish" Branding Statement

📞 951.284.5404 ✉️ robin@careertuners.com 📍 Corona, CA 🔗 linked.com/in/robin 🌐 Open to Relocation

Major & Relevant Strengths

Follow each strength up with proof.

- ♦ *Strategic Development & Deployment:* Bridged a gap of \$145M and improved capacity planning by implementing a standardized, phased planning process, fast-tracking project costs, and promptly determining key results.
- ♦ *Solution Development:* Secured \$45M and avoided \$6M in cost by restructuring management layers. Developed, pitched, and won approval for an internal solution to eliminate need for outsourcing.
- ♦ *Relationship Building:* Led initiative to create Office of Innovation, an employee-sourced idea-generation platform, which generated \$2M in savings. Selected solutions and oversaw implementation with department heads.

Leadership-Focused Summary Section

This includes keywords, which are important for ranking in Applicant Tracking Systems and job boards like Monster and LinkedIn.

PROFESSIONAL EXPERIENCE

VP, Organizational Development, Red Blood Super Saver (\$10 Billion/Year Global Consulting Firm) 2012 - Present

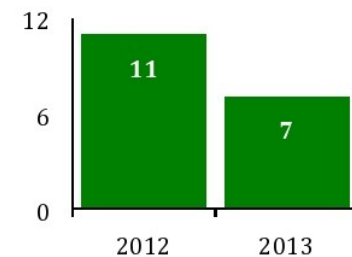
Led a team of 30 professionals for internal consulting. Developed effective administrative solutions and implemented prompt cost-saving initiatives.

Context for Achievements

Strategic Development & Deployment

- ♦ Saved \$145M by executing standardized planning processes for flexible decision-making, introducing phased capacity planning, and fast-tracking initial project costs.
- ♦ Reduced expenses by \$6M by creating a predictive model for workforce planning, reducing seasonal hiring challenges, and improving employee training.
- ♦ Secured \$19M by establishing a Change Management Program, eliminating redundant positions, and creating lucrative packages to retain top talent.

Heirarchy Levels



Graphs*

For higher level positions, use graphs to show the overall impacts of your actions.

Subheadings

Draw readers' eyes to your key hard skills.

Solution Development

- ♦ Saved \$45M by streamlining company hierarchy and creating points of contacts to improve client communication. Pitched proposal to Board of Directors, clarified roles at each level, and reduced management layers from 11 to 7.
- ♦ Saved \$5M by leading a 6-member team through the implementation of Oracle Financials, proposing creation of a single CFO position for all departments, and consolidating tax and financial operations.
- ♦ Generated \$2M in savings by creating an Office of Innovation, proposing and implementing a crowd-sourced idea-generation platform, and short-listing solutions in collaboration with top management.

Relationship Building

- ♦ Streamlined vendor relationships by conducting an EQ training model for C-suite executives, pinpointing weaknesses to top vendor, and developing internal training solutions for third-party utilization.
- ♦ Boosted sales target by 10% by aligning sales and operational plans and by developing personalized client strategies.

Quantified Accomplishments

Give your bullets context by describing the challenge you overcame.

Business Head - PMO, Noturale, Inc. (\$60 Billion/Year Pakistani Telecommunications Company) 2004 - 2012

Spearheaded a \$28M project to create alignment between call center, relationship manager, and client administrator. Improved client communication by revamping a faulty follow-up process, pinpointing organizational inefficiencies, and collaborating with senior management to develop and implement cost-saving solutions.

*

This resume utilizes graphs, color, and textboxes. Therefore, it is unsuitable for online applications. Pair your colorful resume with a simpler, plain-text version to use online.

EXECUTIVE RESUME CHEAT SHEET

Quick tweaks to increase your interview rate

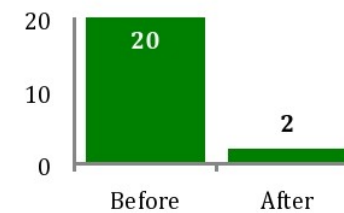
Strategic Development & Deployment

- Saved \$15M in expenses and reduced vendor selection time by 15% by reengineering and removing bottlenecks in supply chain processes.
- Saved \$250K in overhead and eliminated inaccuracies by revamping reporting process and utilizing Lean principles to create an asset valuation process.

Solution Development

- Streamlined headcount by 10% and generated \$3M in revenue by creating a staffing model based on client complexity and profitability, analyzing customer base, and creating unique strategies for each client group and profit levels.
- Saved \$300M and shortened loan application process by upgrading manual system to a digital in-house solution.

Application Processing Time (Days)



Relationship Building

- Increased annual sales by 18% by refocusing on a new growth segment. Worked with sales and finance teams to align sales and operational processes while streamlining client communications; awarded CEO's Excellence Award.
- Directed a companywide initiative to incorporate Sarbanes Oxley Principles into all aspects of the business. Improved standing with stakeholders by demonstrating commitment towards transparent business practices.

Previously held positions: Department Head - Small Market (2009 - 2011), Head of Process Excellence & Quality (2006 - 2009), Department Head - Core Market (2005 - 2006), Department Head - Integration Management Group & Chief of Staff to Sr. Principal - Retail Operations (2004 - 2005)

Senior Director, Aladdin Corporation, (\$20 Billion/Year Pakistani Telecommunications Company) 1997 - 2004

- Completed 5 major telecom acquisitions by analyzing financials and by providing valuation of assets for access lines under \$200M in order to determine acquisition candidacy.
- Presented and received approval from CEO/CFO on a \$2.2B finance process reengineering project by developing a unique business case and implementation plan for IT team and network engineers.

Summarize Earlier Achievements



Previously held positions: Sr. Director-Finance Process Reengineering (2001 - 2003) | Director Strategic Cost Management (2000 - 2001) | Sr. Finance Manager (1999 -2000) | Sr. Audit Manager & Head of International Audit (1997 - 1999)

Earlier Experience: Sr. Manager Finance (CFO), *Plushotdax* | Sr. Manager & Head, *Dongin and Co.* | Project Director, *Zumace* | Assistant Plan Controller, *Trysin* | Senior Auditor, *U-Cane*

EDUCATION

Chicago University: *Master of Finance*
Los Angeles Management Institute: *Post MBA*
San Francisco University: *Master of Accountancy*

EXECUTIVE COURSES & PROFESSIONAL CERTIFICATIONS

The Survivors School - Leading Change & Organizational Renewal | Systems Dynamics
Golden Globe - Operations/Systems Development Strategy & Execution
Insomnia Business School - Creating & Executing Breakthrough Strategy
Certified Public Accountant (CPA)
Advanced Lean Master Black Belt
Black Belt Six Sigma
Certified Merger & Acquisition Integration Specialist (CM&AI)

To avoid blatantly aging yourself, summarize earlier non-management positions.*

Use a Technical Skills table to make sure you're not missing any keywords.

*Although illegal, ageism is the #1 form of discrimination in the US.

Need resume help?
Give us a call!

951.284.5404

Land your dream job with
CAREERTUNERS