**John Appleseed, CPA, MBA**

Street Address • City, State Zip

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**EXECUTIVE SUMMARY**

Summarize your professional history in one or two sentences. Highlight achievements and accomplishments via bullet points below and stick to the facts. Avoid subjective statements. Address what your career has focused on (e.g. executed IPOs, financial reporting, capital raising), types of companies you have had success with, industries you have worked in, and initiatives you have spearheaded.

|  |  |
| --- | --- |
| * Worked with CEO on M&A to secrure $12M of temporary housing units for hospitality company
 | * Developed shared-service program with $300M savings for $1B retail business
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| * Implemented ERP system that led to 20% revenue growth over three years
 | * Fixed ICRF/SOX control gaps at $200M company
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| * Led finance, operations, and IT teams to 70% topline growth in 2022
 | * Oversaw a team to earn SOC 2 certification
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| * Oversaw a team of analysts managing $40B in assets
 | * Improved management response to audit reports from six to three days
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**PROFESSIONAL EXPERIENCE**

**Company A (NYSE: COMPA) June 2018 – Present**

*New York, NY*

Company A is a publicly traded $500M, global biotechnology company. Specifically, Company A manufactures solutions for cancer treatment.

*Senior Vice President December 2022 – Present*

* Write description of duties and include strong action verb at beginning of each bullet
* These are not complete sentences and do not require periods at the end
* Include at least 8 bullet points in a similar format to examples below
* Designed and implemented financial and operational reporting systems and processes that improve accuracy and efficiency
* Developed and executed a financial strategy, positioning the company for future growth
* Own the financial development and execution of annual strategy and transformation
* Established the culture, policies, and processes needed to operate as a public company with proper controls and oversight
* Raised over $135M from multiple equity financings, including company’s IPO
* Instituted a quarterly 24-month planning process to align functional departments on key

goals, milestones, activities, decision points, risks, and cash deployment

* Established company’s IR strategy to build and manage strong investor base
* Maintained strong relationships with banking community to provide company with access to

the capital markets, and to assist in financing strategy and valuation services

*Vice President June 2018 – December 2022*

* Follow format from *Senior Vice President* above

**Company B October 2008 – June 2018**

*Philadelphia, PA*

Company B is a privately held, $20M health services company, focused on delivering innovative technology to large healthcare providers.

*Senior Director – Health Division November 2015 – June 2018*

* Write description of duties and include strong action verb at beginning of each bullet
* These are not complete sentences and do not require periods at the end
* Anywhere from 3 – 5 bullet points is sufficient per role

*Director – Research Division October 2008 – November 2015*

* Follow format from *Senior Director – Health Division* above

**Public Accounting Firm September 2003 – October 2008**

*Philadelphia, PA*

*Audit Manager July 2007– October 2008*

*Audit Staff / Senior September 2003 – July 2007*

**EDUCATION**

Sample University, B.S. in Major, graduated Summa Cum Laude 1999 – 2003

Sample University, M.B.A with concentration in Finance 2005 – 2007

Active Certified Public Accountant (CPA) in the State of Pennsylvania 2003 – Present

Advanced skills in Microsoft Office, Python, Javascript, Oracle

**PROFESSIONAL ASSOCIATIONS**

Chair, Institute of Management Accountants 2023 – Present

Board Member, Pearl S. Buck International 2019-Present

Treasurer, King County YMCA 2022-2023

President, Pennsylvania Institute of Certified Public Accountants (PICPA) 2021-2022

**PERSONAL**

Ultramarathon runner

Level 2 Sommelier

World Series of Poker champion