

Joanne Hutton

Leadership ■ Corporate Accounting ■ Continuous Improvement

ASSISTANT CONTROLLER

New York, NY 10001 ■ 101-111-2345 ■ joannehutton@email.com ■ linkedin.com/in/joanne-hutton

DRIVING ACCOUNTING ACCURACY, PROCESS EFFICIENCY & EMPLOYEE PERFORMANCE

10+ years of expertise fulfilling and optimizing full-cycle corporate accounting and facilitating SOX, GAAP and IFRS reporting. Earned multiple merit awards for outstanding performance, exceptional customer service and dedication. Lead by example, modeling impeccable ethics; build commitment, capability and performance. Articulate liaison with leadership, investors, employees and vendors. Continually identify and seize opportunities to advance efficiency and productivity.

“Joanne provided excellent support to the controller and myself. When I left ABC, I immediately lured Joanne to join me at XYZ Mining because of her work ethics, reliability and flexibility in performing tasks that were outside of her normal accounting duties.”

- John Smith, Former CFO, XYZ Mining Corporation

LEADERSHIP: Corporate Accounting Management ■ Process Development/Improvement ■ Hiring/Training Project Management ■ Vendor Relations ■ Benefits Administration ■ Reporting ■ Regulatory Compliance

ACCOUNTING: General Ledger ■ Financial Analysis/Reporting ■ IFRS ■ Internal Controls ■ Budgets ■ Reconciliation ■ Audit A/P ■ A/R ■ Cash Forecasting/Analysis ■ HST, QST, EHT, CSST Tax Filings ■ Fixed Assets ■ Depreciation Accrual Analysis ■ Payroll ■ Cost Accounting ■ Foreign Exchange ■ Contributed Surplus ■ Variance Analysis

PROFESSIONAL EXPERTISE

CORPORATE ACCOUNTANT

Feb 2016 – Oct 2016

CDE Plus Corporation ■ New York, NY

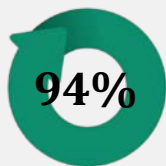
Publicly traded, diversified business corporation with \$1.5B market cap; operations in energy distribution and specialty chemicals.

Fulfilled monthly and quarterly reporting, retaining general ledgers of seven legal entities. Supervised three direct reports. Completed 150-200 journal entries per month, including cash transactions, prepaids, capital assets and interest income. Performed all accounting relating to treasury instruments, including foreign currency forwards and interest rate swaps. Reconciled balance sheets for all corporate entities, including 16 bank reconciliations in U.S. and Canadian currency, prepaids, fixed assets, accruals and foreign exchange. Organized intercompany reconciliations, transactions and reports.

HIGHLIGHTS



QUICKER
JOURNAL
ENTRY



FASTER
RECONCI-
LIATION



SPEEDIER
TAX
FILING

- **Cut time to process journal entry/analysis by half and removed redundant tasks.** Consolidated five repetitive Excel schedules of capital assets into one master schedule, containing all necessary information.
- **Resolved \$800K variance, slashed completion time 94% and eliminated inefficiencies in tax/interest schedules.** Analyzed general ledger transactions of all entities, reconciling and matching transactions in tax and interest accounts to reported items in schedules. Enhanced ease of use by improving report layout and format.
- **Ended incomplete and paper balance sheet account reconciliations and reduced reconciliation process 30%.** Included all general ledger accounts in monthly account reconciliation; consolidated each entity in reconciliation to reflect company position with view of individual entity balances and categories. Initiated reporting in PDF form.
- **Condensed time to complete and file HST 60% and surged report efficiency.** Streamlined process, eliminating copying and pasting of invoices for each reporting month for tax department review and approval.
- **Abbreviated time to complete quarterly tax package 50%.** Assisted tax department to streamline process; made package easier to understand. Devised checklist of data and made it accessible to all users.

PROFESSIONAL EXPERTISE continued...

ASSISTANT CONTROLLER

Jun 2011 – Jan 2015

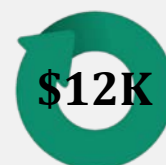
XYZ Mining Corporation ■ New York, NY

Leading junior silver producer with assets in the Americas and three established producing mines.

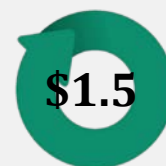
Oversaw all corporate journal entries; administered A/P and A/R functions. Assessed internal controls to ensure compliance and integrity. Hired and managed two employees. Acted as liaison with all levels of clients and suppliers. Executed monthly, quarterly and year-end close and financial reporting. Conducted financial analysis and reconciliations in U.S., Canadian and Mexican currency. Prepared cash forecasts and analysis. Compiled working papers for tax returns. Generated schedules for investments and analysis to financial instruments. Assisted in quarterly and annual audits.

- **Saved on software and training costs** by facilitating employee education on using Epicor (EPR) system, inherited from prior location of head office. Became power user, learning system and functions in a week without training; authored software manual with explanation of all critical financial accounting features.
- **Enabled file access to all employees from any location** by developing electronic data room for all corporate permanent and temporary files.
- **Upgraded company health benefit plan and saved \$12K annually** by transitioning to new plan supplier. Researched suppliers, costs and other aspects; received excellent service from new supplier.
- **Conserved \$1.50 per Investor Relations Presentations booklet** with timely delivery to conventions. Investigated cost of various printing service suppliers and selected one with lower cost.
- **Prevented interruption to business operations and met all deadlines during building renovations** at busiest time of year. Ensured all out-of-town employees had comfortable place to work.

HIGHLIGHTS



HEALTH
BENEFIT
SAVINGS



LOWER
COST PER
BOOKLET

+ Epicor ERP software adoption & user training
+ data sharing solution

FINANCIAL ACCOUNTING COORDINATOR

Jan 2006 – Jun 2011

ABC International Corporation ■ New York, NY

Publicly traded mining company; principal asset was international claim in relation to investment in gold project in Venezuela.

Performed day to day financial accounting, maintaining books of all general ledger accounts to facilitate SOX, GAAP reporting. Assisted in quarter-end and year-end audit working papers and periodic tax audits. Prepared and reconciled 12 bank reconciliations, both Canadian and U.S. currency, intercompany accounts, government remittances and 401K contributions. Forecasted and analyzed cash; documented journal entries for month-end. Administered A/P functions.

- **Informed management and employees on impact of new GST rules and merge of GST and PST into HST.** Examined organizational impact and composed transition information packages for management and employees; made changes to EPR system, invoices and schedules to reflect 13% HST, as opposed to 5% GST.
- **Eliminated three-month backlog upon hire** by organizing and processing multiple high stacks of paper. Reviewed every single paper, ensured all invoices were entered, paid and filed; updated schedules.
- **Facilitated continuity in duties during staff changes** by designing company profile/manual for training new employees, including step-by-step instructions on using ACCPAC EPR system.

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Commerce (H.B. Com.) ■ New York University ■ New York, NY

Expected 2017

CPA Professional Education Program (PEP) ■ Chartered Professional Accountants

Expected 2017

Level 4 Accreditation – Certified General Accountant (CGA) ■ Certified General Accountants

2015

Business & Accounting Courses ■ University of New York, School of Continuing Studies ■ New York, NY

2011 – 2015

STRATEGY

Joanne isn't just an accomplished Accountant, but a dynamic person and a self-proclaimed champion of unceasing improvement. She has garnered a reputation of a professional who can be trusted to zoom in on the minute details and figure out how to fix a variance or optimize a painfully slow process to keep things moving for her employers. That's why she saw the position of Assistant Controller as the natural next step in her career progression.

Since Joanne's field of work is quite conservative, we've decided to go with a traditional layout for her résumé, peppering it with the keywords from the job descriptions she was targeting. However, in addition to a restrained gray, I've introduced a tasteful shade of green that not just goes with the money/finance theme, but also symbolizes the client's drive for streamlining processes, and makes her résumé stand out compared to those of her peers.

I have also decided to highlight Joanne's accomplishments with the help of special sidebar graphics, which give the recruiter a quick and convincing overview of the value added Joanne brings to the table as an employee. Here, the green arrow graphics coupled with bold and clear figures emphasize the client's professional vigor and commitment to optimization.

Joanne thought that her new résumé was right on brand for her professionally. When I checked in with her a couple of months after completing her project, she told me she had gotten exponentially more invitations to interviews with her new résumé, and that she was happily employed by a large industrial corporation where she could put her experience and skills to good use.