



# OLIVIA OGILVY

Accountant 📍 LOS ANGELES, CA 90291, UNITED STATES

## ○ DETAILS ○

1515 Pacific Ave, Los Angeles, CA  
90291, United States  
[email@email.com](mailto:email@email.com)

PLACE OF BIRTH  
San Antonio

NATIONALITY  
American

DRIVING LICENSE  
Full

## ○ LINKS ○

[Twitter](#)

[LinkedIn](#)

[Facebook](#)

## ○ SKILLS ○

Financial Reporting

Financial Management

Financial Accounting

Income Statements

Balance Sheets

P&L Calculations

Advanced Excel

Federal Regulations

Bank Reconciliations

Ledgers & Journals

## 👤 PROFILE

*Experienced Certified Public Accountant with 7+ years of experience in financial reporting, reconciliations and P&L statements. Holds an MBA plus a Business Valuations Certificate. Proven track record in financial system overhaul resulting in improvements of up to 30% in terms of processing speed and accuracy.*

## 📁 EMPLOYMENT HISTORY

### Accountant III at BZG Bank, Los Angeles

May 2017 – April 2019

*Implemented a cash conversion model for six branches and ten ATMs that saved \$40,000 a year in processing expenses.*

- Oversee all financial reporting and accounting functions.
- Manage a team of 4 accounting clerks during the reconciliation of bank accounts, analysis of periodic financials, and preparation of budgets.
- Compile financial statements and submit to Financial Director
- Reconcile T&E, Amex, Petty Cash, and Prepaid accounts
- Verify all payments against invoices and accounts receivable reports
- Update budgetary schedules and expense reports every 30 days
- Responsible for the payroll function of 1500 employees

### Accountant II at H2O Manufacturing, Tampa

January 2013 – March 2017

*Reinvented the format of several critical and complicated Balance Sheet account reconciliations which reduced the error variations by 30%.*

- Prepare journal entries, reconciliations, and trend analyses during month end
- Manage revenue, accounts payable, accounts receivable and expense accrual accounts
- Liaise with operations, production, and marketing department to validate the correctness of financial information and review financial data reports
- Assist with migration of the balance sheet from Oracle to SAP
- Responsible for cash disbursement
- Engage with internal audit team to complete documentation for SOX and Basel II

### Accountant I at Cobb & Associates, San Diego

January 2011 – December 2012

*Retrieved over \$100,000 in overdue receivables in less than three months by assigning a temp debt collector to follow up on outstanding payments.*

- Assist with monthly, quarterly and annual financial statements, general ledger, balance sheet reconciliations, journal entries, fixed assets, and P&L reporting
- Calculate variances between actual results and budget forecasts.
- Reconciliations of main bank account and international subsidiary accounts
- Prepare documents for annual tax returns

## ◦ LANGUAGES ◦

English

French

Spanish

## ◦ HOBBIES ◦

Skiing, Running, Cooking

- Work with external auditors during the audit review and compile all the necessary documentation required during the investigation
- Responsible for accounts payable and accounts receivable statements

## 🎓 EDUCATION

○ Association for Investment Management & Research (AIMR), Tampa

April 2016 – August 2016

Degree: Chartered Financial Analyst (CFA)

○ Boston University, Boston

May 2015 – May 2016

Degree: Masters in Business Administration

○ American Institute of Certified Public Accountants (AICPA), Atlanta

January 2014 – December 2014

Degree: Certified Public Accountant (CPA)

○ Oloma University, Bloomfield

April 2009 – December 2012

Degree: Bachelor of Science in Accounting

## 📖 COURSES

○ Certificate in Accounting Fundamentals, Merrick Business School

January 2013 – April 2013

## 👤 INTERNSHIPS

○ Accounts Intern at Seattle Veteran's Association, Seattle

January 2006 – March 2009

*Internship during school holidays*

- Responsible for financial administration
- Reconciliations of bank statements
- Follow up on account receivables