

# OLIVIA OGILVY

Accountant

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles,  
CA 90291, United States

### EMAIL

email@email.com

## LINKS

[Twitter](#)

[LinkedIn](#)

[Facebook](#)

## SKILLS

Financial Reporting

Financial Management

Financial Accounting

Income Statements

Balance Sheets

P&L Calculations

Advanced Excel

Federal Regulations

## 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, BZG Bank

Los Angeles

May 2017 – Apr 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, H2O Manufacturing

Tampa

Jan 2013 – Mar 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

Bank Reconciliations

Ledgers & Journals

## LANGUAGES

English

French

Spanish

## HOBBIES

Skiing, Running, Cooking

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, Cobb & Associates

San Diego

Jan 2011 - Dec 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
- 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), Chartered Financial Analyst (CFA)

Tampa

Apr 2016 - Aug 2016

### Boston University, Masters in Business Administration

Boston

May 2015 - May 2016

### American Institute of Certified Public Accountants (AICPA), Certified Public Accountant (CPA)

Atlanta

Jan 2014 - Dec 2014

### Oloma University, Bachelor of Science in Accounting

Bloomfield

Apr 2009 - Dec 2012

## COURSES

**Certificate in Accounting Fundamentals, Merrick  
Business School**

Jan 2013 - Apr 2013

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**INTERNSHIPS**

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**Accounts Intern, Seattle Veteran's  
Association**

Seattle

Jan 2006 - Mar 2009

*Internship during school holidays*

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