

# Annette A. Citadel

123 Anywhere Street • City, ST 01234  
(123) 456 - 7890 • name@citadel.edu

## Objective

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Obtain a Controller position with the A-Z Company.

## Summary of Qualifications

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Highly motivated and results-oriented problem solver with exceptional attention-to-detail and analytical skills. Experience in performing financial analysis for divisional budgets and various programs. Experience in training personnel to use financial tracking systems. Solid track record of consistently meeting and exceeding divisional and company goals and objectives.

## Financial Management Experience

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ABC Company — City, ST 2000 – Present  
*Senior Program Administrator*

Provide divisional financial management support for 19 major program areas of an \$80M division

- Develop indirect spending budgets for overhead, marketing, and bid and proposal tasks, totaling \$2M per year
- Provide monthly updated forecasts for indirect spending budgets, allowing the division to maintain tight control of all budgets
- Expand and maintain a divisional financial system that provides an organized method of collecting, analyzing, and reporting over 1,800 individual customer orders
- Compile, verify, and update bookings, revenue, and operating income information for quarterly and annual financial projections and forecasts
- Support and assist program managers and administrators in the planning, analysis, and reporting of their financial management systems
- Perform detailed analysis on individual programs to resolve problems and improve profitability

ABC Company — City, ST 1997 – 2000  
*Program Administrator II*

Provided lead financial and programmatic management support for all aspects of a \$20M classified Department of Defense program

- Created cost estimates
- Developed a financial tracking system for tasks
- Established schedules
- Prepared reports for both internal and external use to document program activity
- Monitored performance against plans to ensure that contractual, cost, and schedule objectives were met
- Trained and assisted other personnel in program financial management support

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## **Teaching Experience**

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XYZ High School — City, ST <i>Mathematics Teacher</i>	1994 – 1997
LMNO College — City, ST <i>Mathematics Instructor, Distance Learning Instructor</i>	1991 – 1994
123 University — City, ST <i>Mathematics Instructor</i>	1989 – 1991

Directed classroom instruction for multiple courses

- Assessed student background, presented subject material, and evaluated student performance
- Supervised and guided student involvement in laboratory experiments that coordinated with classroom teaching
- Participated in parent-teacher conferences
- Developed and assisted in the production and implementation of a video-based course
- Created individualized instructional materials for distance learning students

## **Government Work Experience**

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Department of Defense — City, ST <i>Mathematical Analyst Intern</i>	1987 – 1989
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Performed algorithm development and implementation in C and FORTRAN

## **Education**

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The Citadel — Charleston, SC	Master of Business Administration, 2006
A University — City, ST	Master of Science, Mathematical Sciences, 1988
C College — City, ST	Bachelor of Science, Mathematics, 1987

## **Technical Skills**

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Microsoft Excel, Word, and PowerPoint

**References And Portfolio Available Upon Request**

**OBJECTIVE:** A position in Human Resources Management/ Staffing using proven skills

**SKILLS/  
TRAINING:**

• Certified Small Group Facilitator	• Management & Sales	• Teamwork
• Communication	• Administration	• Supervision
• MS Word	• MS Excel	• MS Publisher
• MS Outlook	• MS Access	• MS PowerPoint

**EDUCATION:** Masters Degree in Business Administration  
The Citadel, Charleston, SC May 2003

**Bachelor of Science in Business Administration**

The Citadel, Charleston, SC May 2000

- Rank Holder in South Carolina Corps of Cadets
- Air Force ROTC Leadership Training
- In Charge of Company Recruiting
- Southern Conference Football, Southern Conference Track, Rugby
- Lieutenant Governor's Award for Excellence in Writing

**EXPERIENCE:** **Fulltime Graduate Student**, The Citadel, School of Business Administration  
Charleston, SC 8/01-5/03

**Branch Manager**, Staffing Network

Charlotte, NC 5/00-7/01

- Responsible for all operations within branch.
- Supervised staff of six people.
- Obtained and managed all accounts.
- Processed Workers' Compensation claims.
- Processed payroll on a daily basis.
- Processed all weekly reports.
- Calculated weekly figures: Sales, Overhead, revenue, and profits.
- Placed qualified candidates in meaningful positions from general labor to management.
- Interviewed potential employees (over 3000).
- Opened branch in new Charlotte market that became the number one branch in region after only two months.
- Exceeded quotas on average by 10%.

**Internship, Assistant to Director**, World Trade Center

Charleston, SC 9/99-12/99

- Assisted in day-to-day operations within SCWTC.
- Published SCWTC directories, newsletters, and fund-raising literature.

**Bartender**, Gene's Haufbrau

Charleston, SC 4/99-12/99

- Provided excellent customer service.

**Dockmaster's Assistant**, Charleston Harbor Marina

Charleston, SC 4/98-9/98

- Assisted in operations of a 500 vessel marina.

**References Available Upon Request**