

# ANNE JOHNSON

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## OPERATIONS ACCOUNTING PROFESSIONAL

### Accuracy / Analysis / Efficiency

**HIGHLY-QUALIFIED PROFESSIONAL** with nearly three years' experience in a demanding corporate financial environment. Proven track record in working under pressure in fast-paced, time-sensitive settings. Technologically talented; versatile in applying strong problem resolution skills and demanding precision. A demonstrated and verifiable record for utilizing strong technical and interpersonal skills to enhance operational efficiency. Reputation for consistently getting the job done.

Experienced in *analyzing systems and operations* to *increase productivity, quality, and efficiency*. Highly adept in using Excel and other specialized software packages including: Hyperion / Essbase; Business Objects; SAP; and Oracle. *Consistently commended for exceptional attention to detail within demanding time frames*. Hold Bachelor's Degree in *Accounting and Information Systems Management*.

#### Signature Skills Include:

- |                                    |                                       |                         |
|------------------------------------|---------------------------------------|-------------------------|
| ✓ Project Accounting               | ✓ Financial Analysis                  | ✓ Financial Controls    |
| ✓ Accounts Payable & Receivable    | ✓ Operational Analysis                | ✓ Workflow Optimization |
| ✓ Productivity & Performance Gains | ✓ Qualitative / Quantitative Analysis |                         |

#### VALUE OFFERED

- ◆ **Organized**, enthusiastic professional; achieved reputation for being "... *meticulous to a fault*."
- ◆ Possess **strong interpersonal skills**; able to work effectively with individuals on all levels; **effective motivator** of self and others.
- ◆ Strong problem resolution skills; able to efficiently and effectively prioritize a broad range of responsibilities to **consistently meet deadlines**. Possess exceptional time management skills.
- ◆ Exceptionally **versatile**; can rapidly shift to meet diverse needs. Thrive in an environment demanding precision and change.
- ◆ Solid Computer Skills; possess expertise with the Microsoft Office Suite.
- ◆ **Fluent** in *English* and *Mandarin Chinese*.

#### PROFESSIONAL EXPERIENCE

July 2016 –  
March 2019

#### PEPSI BEVERAGES COMPAY, White Plains, NY Accounting Operations Analyst

- ◆ **Effectively executed** period, quarterly, and annual accounting close processes for all U.S. field locations.
- ◆ Performed **comprehensive analytical procedures** on controllable costs, including comparisons to prior period / year, forecast, and plan.
- ◆ **Ensured accuracy in financials** through extensive attention to detail in preparing monthly journal entries.
- ◆ **Effectively reconciled** periodic balance sheet and bank reconciliations in addition to quarterly balance sheet analytics.
- ◆ **Played key role** in **assisting external contractors** on vital financial reporting projects in addition to mentoring new hires.
- ◆ **Successfully tracked bank reconciliation** issues in each period. Provided instructions and guidance to the cashier immediately upon issue discovery **yielding significant time savings** on both sides for further research.

**PEPSI BEVERAGES COMPANY** *continued*  
**Accounting Operations Analyst**

**Selected Achievements:**

- ❖ *Commended by manager “ ... utilized her strengths to make enhancements and contributions towards the success of the team.”*
- ❖ Credited with *spearheading strategies to simplify reporting processes*; commended for *consolidating information to dramatically slash ½ hour per account.*
- ❖ *Recognized for updating* the “How To Prepare A Bank Reconciliation Document” to align with the new template and *took on the additional responsibility* of the prepaid assets.
- ❖ *Praised by manager* for “... *single-handedly recording all journal entries for the CA Region accurately while the team was down a few members during transitions.*”
- ❖ *Achieved reputation for delivering in-depth, high quality analysis* on monthly balance sheet, P&L, and cash flow forecast comparisons to prior period and prior year.

February – April 2016

**INCOME TAX ASSISTANCE**, State College, PA  
**Income Tax Preparer**

- ◆ Accurately prepared individual tax returns (Form 1040) for local qualified individuals.
- ◆ Utilizing *Taxwise* software, filed electronic Federal and State income tax returns.

Summer 2015

**AMERICAN EMBASSY SCHOOL**, New Delhi, India  
**Finance Intern**

- ◆ *Ably oversaw and executed entire accounts payable process* utilizing SAP software; accurately entered data to create appropriate vendor checks.
- ◆ Reviewed and reconciled monthly bank statements to *ensure delivery accuracy.*
- ◆ Reporting to the COO, *effectively managed* Indoor Air Quality *project progression* and supervised site workers *through to project completion.*
- ◆ Accurately recorded student enrollment for approximately 1,000 students using SAP.

**EDUCATION**

**PENNSYLVANIA STATE UNIVERSITY:**

**SMEAL COLLEGE OF BUSINESS**, University Park, PA

**Bachelor of Science: Accounting**

May 2016

➤ Minor: Information Systems Management

**REFERENCES**

Will Be Furnished On Request