

LOGAN TAYLOR

1 First Avenue
Tampa, Florida 12345

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name@email.com

ACCOUNTING, FINANCE, & BANKING CANDIDATE

Self-motivated, hard-working candidate with a Bachelor's degree in Finance and upcoming receipt of an MBA degree, coupled with hands-on experience managing P&L, preparing and analyzing financial statements, and processing payables, receivables, and payroll. Demonstrated strong financial management skills by building a profitable \$275,000 portfolio of rental properties, directing all stages of the project lifecycle from acquisition to negotiation and management.

Possess core values of honesty, ethics, and unwavering integrity as evidenced during tenure managing a family business and taking it to the next level without sacrificing longstanding relationships. Developed a robust operating infrastructure to fuel rapid development, bolstering sales to never-before-seen heights with projects valued at \$200,000+.

CORE SKILLS & KNOWLEDGE INCLUDE:

Risk Management
Performance Analysis
Financial Statement Preparation

Capital Budgeting
Insurance & Investments
Business & Corporate Finance

Financial Accounting
Team Leadership & Training
Word, Excel, PowerPoint, & Access

PROFESSIONAL HIGHLIGHTS

Taylor Construction LLC, Tampa, Florida

2005-present

Business Manager - Budgeting, Accounting, Project Management, & Client Service

Established a formal LLC operating infrastructure, turning what was a part-time business, into a full-time, thriving design/build firm generating annual sales exceeding \$600,000. Manage accounting functions including handling daily recordkeeping, balancing budgets, processing payroll, and performing period-end reporting. Work cooperatively with cross-functional internal and external team members including an accountant, suppliers, and subcontractors. Hold full accountability for every project the firm is involved with, managing the process from creating estimates to overseeing workflow, reconciling activities, performing job costing, and ensuring all clients feel their expectations are exceeded.

Select highlights include:

Accounting	<ul style="list-style-type: none">▼ Compile and analyze financial data, prepare month-end financial statements, process payroll, and collect accurate and complete information for end-of-year tax filings.▼ Review key performance metrics to identify opportunities to improve results, developing new processes and systems to enhance efficiencies and organizational effectiveness.
Project Management	<ul style="list-style-type: none">▼ Lead projects throughout the lifecycle from initial estimating and proposal presentation through project completion, working with clients to design homes to exact specifications.▼ Manage 3- to 4-month projects with budgets of \$200,000 to \$375,000, organizing workflow to drive rapid progression throughout the lifecycle and on-time, within budget completion.
Relationship Development	<ul style="list-style-type: none">▼ Cultivate relationships with clients, suppliers, subcontractors, and professional service providers; establish open communication channels to facilitate timely project completion.

Foundational experience gained in the operations and customer service field as a yard associate with Southern Lumber (2002-2004).

ACADEMIC BACKGROUND

University of Tampa, Tampa, Florida
M.B.A. - 2011

Florida State University, Tallahassee, Florida
B.S.B.A. - Finance - 2009
B.S. - Construction Systems Management - 2005