

Leonardo Mullins

☎ (415) 555-0123 ✉ leonardo.mullins@example.com 💼 linkedin.com/in/leonardo-mullins 📍 San Francisco, CA, 94105

SUMMARY

Committed accounting professional with over five years in real estate investment. Experience spans financial strategy implementation, managing investor relations, and ensuring regulatory compliance. Focused on strengthening processes while maximizing value under CFO guidance. Partnered effectively with senior executives to drive clarity in financial reporting, budgeting, and forecasting. Committed to enriching team culture and fostering collaboration to achieve consistent success.

EXPERIENCE

Accounting Manager

June 2021 - Present

Greenfield Properties

Los Angeles, CA

Accountable for leading the accounting sector within Greenfield, focusing on financial reporting and governance. Managed high-level budget forecasts while improving operational efficiencies.

- Spearheaded financial reporting and compliance initiatives, ensuring all protocols met industry standards.
- Executed financial strategies in alignment with organizational goals, boosting operational efficiency significantly.
- Drove investor relations, successfully facilitating fundraising efforts resulting in \$50M secured from private investors.
- Collaborated closely with Controller, refining budget forecasts and providing data-driven insights for senior leadership decisions.
- Optimized treasury functions, enhancing cash flow planning to support ongoing project funding.
- Developed comprehensive training programs for junior staff, instilling a commitment to excellence and continuous improvement.

Senior Accountant

March 2018 - May 2021

Silverstone Realty

San Diego, CA

Focused on high-pressure financial management tasks, supporting operational efficiency through proactive compliance oversight and reporting accuracy.

- Assisted Controller in maintaining compliance across financial reports within a diversified residential property portfolio.
- Played an instrumental role in producing annual budgets, strategically redefining projections that lowered overall costs.
- Implemented robust risk assessment procedures, leading to improved risk management frameworks within finance.
- Maintained precise financial records, guaranteeing prompt distribution of accurate reports.
- Introduced stringent financial controls that elevated accountability throughout the accounting department.
- Engaged in audits, addressing discrepancies promptly to enhance compliance adherence.

Accountant

January 2016 - February 2018

Bayside Investments

San Jose, CA

Managed daily accounting operations including reconciliations, journal entries, and month-end close activities critical for accuracy and timeliness.

- Conducted routine daily transactions alongside reconciliations, ensuring accuracy in property management accounts.
- Supported financial statements preparation, adhering strictly to GAAP principles to maintain reporting integrity.
- Streamlined monthly closing processes, contributing to quicker turnaround times through enhanced reporting efficiencies.
- Fostered teamwork by collaborating with cross-functional units to sharpen financial process improvements.
- Mentored new accounting personnel, emphasizing knowledge sharing to build a cohesive team atmosphere.
- Contributed to adapting financial policies, driving methods that increased organizational operational efficacy.

LEADERSHIP & AWARDS

- Recognized as Employee of the Year for outstanding leadership at Greenfield Properties.
- Received commendation for significant contributions to financial strategy development within Silverstone Realty.

EDUCATION

Bachelor of Science in Accounting

2015

University of California, Berkeley GPA: 3.8

Berkeley, CA

Coursework: Financial Reporting, Budgeting, Compliance, Accounting Principles

CERTIFICATIONS

- Certified Public Accountant (CPA) 📅 2016
- Certified Management Accountant (CMA) 📅 2020

TECHNICAL SKILLS

- **Financial Software:** QuickBooks,Sage Intacct,Oracle NetSuite
- **Reporting Tools:** Excel,Tableau,PViz
- **Risk Management Tools:** Trello,Asana,JIRA
- **Collaboration Platforms:** Slack,Microsoft Teams,Zoom
- **Compliance Standards:** GAAP,IFRS,IRS Regulations
- **Budgeting Systems:** Adaptive Insights,Budget Maestro,Float
- **Financial Modeling:** Excel Analyst,Modano,IBM Planning Analytics
- **Database Management:** MySQL,MS Access,PostgreSQL
- **Presentation Tools:** Microsoft PowerPoint,Canva,Prezi
- **Customer Relationship Management:** Salesforce,Hugl,Banqup

SKILLS

- | | | | |
|-----------------------|-----------------------|--------------------------|-----------------------------|
| • Financial Reporting | • Risk Management | • Operational Efficiency | • Data Analysis |
| • Budgeting | • Treasury Management | • Expense Control | • Training Development |
| • Compliance | • Team Leadership | • Cash Flow Management | • Stakeholder Communication |
| • Investor Relations | • Strategic Planning | • Decision-Making | |

PROFESSIONAL AFFILIATIONS

- Active member of the California Society of CPAs, participating in regular workshops.
- Volunteer with local non-profits providing financial literacy training to underserved communities.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST