

»»» Here's what Terrence had to say about our work:

Terrence Henderson · 2nd

Financial Data Analyst | Cost-Based Accounting | Business & Technology
Stakeholder Alignment | SQL, SAP, & Quickbooks

Terrence was Fatima's client

I had the pleasure to work with the Highly-Skilled Fatima Sohail as one of her clients with Career Tuners. Fatima took my meager skills and made them "Pop"! I had no idea how to explain in writing what I did for my company and what I had experience in with my education and experience the way she did. She actually encouraged me by the questions she asked to give myself credit for the hard work I had put in. I am grateful for her hard work she put into my Re`sume` and LinkedIn profile and her knowledge of my industry. I would recommend Fatima Sohail to anyone who wants a Professional LinkedIn profile and CVL/Re`sume` whether starting a career or in a career change transition.

His backstory:

Terrence came to us at the end of 2019 to help him prepare for his job search after completing his Masters the coming year.

He was very hesitant to invest in our services due to his previous two experiences. However, our continuous guidance changed his mind and he went for a resume, cover letter, and LinkedIn revamp.

The Problems:

His resume had a weak first impression. It portrayed him as a job hopper due to the many short roles.

His LinkedIn didn't have a strong headline and summary. It lacked accomplishments.

Similarly, his cover letter had no accomplishments and failed to distinguish him from the crowd.

Here is what we did:

1

Created an ATS-optimized resume:

- Showcased his personal brand with a strong top section.
- Highlighted his projects and accomplishments.
- De-emphasized the shorter tenures.

2

Humanized his application with a cover letter:

- Focused on his top three skills.
- Used story-like format with results for strong impact.
- Developed a strong Call-To-Action.

3

Revamped his LinkedIn:

- With a keyword-optimized headline.
- A summary with exemplified achievements.
- A fully-developed experience section; weaved-in keywords.

This was the “before”:

terrence h [redacted]
to Fatemah ▾



Hi Fatema

I got two denials this week I am starting to see my re`sume` could use some work so I am glad you kept in touch even after I told you I was looking at all offers that makes me feel more comfortable working with you. I have done this twice before and none of the re`sume` really made much difference so I am kind of betting it all this time paying this much. I hope this works and pays for itself in the long run.

This is the “after”:

terrence h [redacted]
to Fatemah, Fatima ▾



This is well done. It tells what I can do, have done and answer the questions I think employers be would looking for. Its easy to read and key word optimize very important. Both the Linkedin in updates and CVL/Re`sume` are written exceptional well Thank. I have updated my Linkedin with your changes.

Where is Terrence now?

Our efforts paved Terrence’s path to securing a job at Aetna, a CVS Health Company. He later came back to update his files and went on to enter the Bank of West as an Accountant II.

Terrence currently works as a Senior Associate in IC Accounting Support at BMO. Satisfied with our services, he also referred a friend our way.

Warning: The following pages have been saved as images in order to protect Terrence’s work as well as our work from being copied and indexed. As a result, uploading this exact file into an Applicant Tracking System will not work. If you are interested in hiring him, please email us at contact@careertuners.com.

Here is the cover letter we made for him:

TERRENCE H.

951.284.5404 | contact@careertuners.com | Irvine, CA 92618 | [LinkedIn](#)

Facilitates business planning by monitoring operational trends, overseeing client financial portfolios, and performing ad hoc analysis.

Financial Analysis & Metrics Reporting | Budget Development | Cost-Benefit Analysis | Client Relationship Management

Date

Dear Chairman,

Now, more than ever, good organizations need analysts who spur business growth by evaluating financial data and monitoring operational trends and variances. My record as a **Financial and Accounting** expert speaks for itself:

- **I provide financial subject matter expertise.** When I joined *GTT Financial Inc.*, the company had low customer retention due to high credit repayment rates. I rectified this by proposing transition to a consolidated 18-month long payment plan. This initiative enabled them to settle their pending debt at a 0% interest rate compared to the 29% interest rate on multiple payments, subsequently contributing to 75% client savings and improved retention.
- **I oversee budget development.** At the *University of Phoenix*, I worked on a budget development and analysis project to address overbudget issues and eliminate variable costs for my client, *Green Pastures*. To improve the company's financial health, I identified overspending trends, revised funding allocations, and recommended resource prioritization. As a result, I was not only able to identify \$20K in additional marketing costs but also successfully presented a \$800K flexible budget proposal.
- **I drive business process improvement.** During my tenure at *CMOC International*, I was tasked with managing overdue payments for 90- and 120-day old accounts and interpreting unstructured data from multiple business units for on-time monthly account closing. I achieved this by maintaining accurate data records, identifying the root cause of delay in payments, and managing overdue accounts receivable. As a result, I was not only able to improve cost efficiency but also reduced the payment processing time from 30 to only 10 days.

I am confident I can bring similar results to **COMPANY NAME**, adding to your company's exceptional reputation for accurate financial forecasting, planning, and decision making. I eliminate systematic financial process errors, ensure data accuracy, and improve client retention to amplify business productivity. I am also strongly focused on building relationships with clients, senior management, and cross-functional teams to drive business process improvement.

May we set up a time to talk? I would like to explore how I can help your organization identify and address its financial planning needs— and win.

Sincerely,
Terrence H.
Enclosure: Resume

And here is the cover letter he had before:

Terrence H.

Irvine, CA 92618
951.284.5404 contact@careertuners.com

Accountant

Dear Hiring Manager,

Are you looking for an Enthusiastic Staff Accountant?

- Over 10 years' experience and education together
- Accounts Payable Specialist including processing payments within discount terms 1-2% 10 days net 30
- Skilled in ERPs' such SAP by Design, Microsoft Dynamics, Great Plains, Oracle, JD Edwards
- Relevant concentrations include Financial Statements, Audit, Taxes, GAAP/SOX

If so, then you need to look no further. You will see from my enclosed Re'sume` that my experience and education meet all your qualifications and more.

I would very much like to discuss opportunities with you. To schedule an interview, please call me at (480)233-9047 between 8:00 am and 8:00 pm and you can always leave a voicemail at any time, and I will call you back.

Sincerely,

Terrence H.

References Available Upon Request

Here's the resume we made for him:

TERRENCE H.

951.284.5404 | contact@careertuners.com | Irvine, CA 92618 | [LinkedIn](#)

Financial Analysis & Metrics Reporting | Budget Development | Cost-Benefit Analysis | Client Relationship Management

Aspiring Financial Analyst leveraging operational trend analysis, client financial portfolio management, and cost-based accounting skills to facilitate data-driven business case development. Collaborates with interdepartmental and external data teams to optimize business technology integration. Conducts budgetary reviews and ad hoc analysis to address business user needs. Augments client retention by providing user-centric financial services; reduced the credit repayment rate by 75% at GTT Financial Inc.

Industry Expertise: Data Interpretation & Analysis, Asset Depreciation Evaluation, Operational & Financial Improvement, Profit & Loss Statements, ROI Model Reviews, Reporting & Documentation, Business Case Development, & Team Training & Development.

EDUCATION

Master of Business Administration, University of Phoenix | **Member Delta Mu Delta** 2020

Bachelor of Science, Accounting, University of Phoenix 2018

Financial Tools & Software: GAAP/SOX, SAP, Microsoft Office Tools (Excel, Word, PowerPoint), ServiceNow, Microsoft Dynamics Microsoft Query, VBA, Business Objects, & ERPs (Oracle, Quickbooks Pro, Great Plains, Microsoft Dax, & JD Edwards).

FINANCIAL ANALYSIS & BUDGET MANAGEMENT PROJECTS

Financial Ratio Analysis: Facilitated data-driven decision making for TRI by evaluating the company's liquidity, solvency, and profitability; calculated current and acid-test, inventory turnover, debt-to-equity, and times interest earned (TIE) ratios.

Cost-Volume-Profit Analysis: Mitigated financial risk for Bargain Shoe Store by preparing a cost-volume-profit (CVP) income statement for a \$290K+ fixed cost budget with a 5% price reduction proposal; computed and compared break-even points and margin of safety for on-going and proposed operations.

Budget Development & Analysis: Identified \$20K in additional variable expenses and missing budgetary calculations for Green Pastures; developed and presented \$800K flexible budget proposal by analyzing the static budget; recommended creation of a cost-effective master budget plan for improved resource allocation and utilization.

Regulatory Compliance: Optimized the initial public offering (IPO) process for Solar Co. Inc by developing a stakeholder protection plan to publicly disclose stock information and ensure compliance with SEC, EPA, USCPSC, and OSHA regulations.

PROFESSIONAL EXPERIENCE

Accounting Analyst II, Conduent Business Services 02/2019 – Present

Leveraged a blend of financial and accounting data analysis, integration, and management experience to reconcile 8+ government and corporate accounts per month; maintained accurate financial reports by employing automated data research and discovery methods using dashboards, pivot tables, and Vlookups. Optimized financial management processes by performing and documenting monthly functional evaluations; generated balance sheets and income and cash flow statements.

- Improved workflow by seamlessly reconciling account transactions and ensuring timely vendor payments; identified invoicing discrepancies, documented errors, and consolidated and dispatched reports to relevant teams for immediate corrective action.
- Drove financial process improvement despite tight reconciliation deadlines by optimizing the utilization of SAP tools; collaborated cross-functionally to collect customer information and develop and maintain a data backup.

Accounts Payable Specialist, CMOC International | Randstad 07/2018 – 02/2019

Settled pending accounts receivable and payable for 90- and 120-day old accounts; gained vendor trust by promptly addressing concerns and providing remittance information. Improved cost efficiency by 2% and reduced the payment processing time by 20 days by streamlining the accounts payable process; forwarded structured data for the financial controller's approval.

Team Leader, GTT Financial Inc. 09/2016 – 02/2018

Magnified ROI and reduced customer turnover by consolidating multiple credit card payments to a single, 0% APR debt payment plan. Boosted employee performance by 60% by optimizing the onboarding process; trained new hires on improving call quality by reducing the average handling time (AHT).

Previously: Worked as an Accounts Payable Specialist/Clerk at Black Hawk Network, Delta Mechanical Inc. & UTC Aerospace Systems

And here's the resume he was using before he worked with us...

Terrence H.

Irvine, CA 92618

951.284.5404 contact@careertuners.com

Key Skills:

~5yr. Financial Statements	~5yr. Full Disclosure	
~5yr. General Journal	~3yr. Reconciliation	~5yr. GAAP/SOX
~5yr. Revenue Recognition	~3yr. Journal Entries	~1yr. Microsoft Dynamics
		~4yr. SAP ERP

Prior Work Experience:

Accounting Analyst II Conduent Business Services Feb. 2019 - Present

Work collaboratively with other accounting professionals within the organization
Ensure all deadlines and schedules are met on time and in accordance to Service agreements
Prior experience with ERP and spreadsheets such as SAP and Excel to prepare reconciliations
Provide solutions to accounting issue as they arise using strong Critical Thinking skills
Document workflow, procedures, checklist and policies for assigned tasks
Possess strong attention to detail, analytical, problem solving and organizational skills
Ability to utilize independent judgement in establishing reasonableness of information

Accounts Payable Specialist CMOC International managed by Randstad Aug. 2018 – Feb. 2019

Administered code to post for Journal Entries and payment runs to SAP by Design for approval
Mastered reconcile of vendor statements to SAP entries for follow up on inquiries from vendors
3-way matched Invoice to PO from Receipt a projected 500 invoices a month payable 500K
Bossed to save firm cost capture by 2% processing payment runs in 2% 10 net30 discount cycle

Team Leader GTT Financial Inc. Sept. 2016 – Feb. 2018

With dedication to fulfillment provided customer satisfaction and prepared clients to save through balance transfer and debt consolidation with lower APR's on personal lines of credit
Significantly improved revenue capture by 1 % monthly through satisfaction and retention
Educated new employee on best practices, A.H.T. and escalation processes to retain customers

Accounts Payable Clerk Black Hawk Network managed by K-Force Jun. 2015 – Apr. 2016

Organized reconcile of credit card to statements for Period End Close JE in Microsoft Dynamics
Improved eminence by eliminating disputes from customers refund precedence
Administered data entry to ServiceNow and Excel workbooks to maximize efficiency of the team

Accounts Payable Specialist Delta Mechanical Inc. May 2014 – Apr. 2015

Maintained reconcile of credit card statement and bank account statement to Journal Entry in SAP
Verified 2 way matched to PO for code & post a projected 200 invoices a month expensing 500K
Bossed to save firm cost capture by 2% processing payment runs in 2% 10 net30 discount cycle

Accounts Payable Clerk UTC Aerospace Systems managed by YOH Mar. 2013 – Feb. 2014

Sourcing SAP compiled, constructed and analyzed data for financial reporting and Journal Entry
Analyzed year-end trends by sourcing Pivot Tables & V-lookup of spreadsheets for discovery
Established Journal Entry in SAP from exporting and data management from Excel Workbooks
Administered 2 way matched of invoices to PO for coding and posting a Journal Entry to SAP

Education:

- **University of Phoenix** August 2015 – October 2018
Bachelor of Science - Accounting
- **A.I.B.T./I. A. College** May 1995 – October 1997
Associate of Applied Science - Business Operations core - Accounting
4.0 GPA, President List, Directors List, Student Council Treasurer, Student of the Month

References Available Upon Request

Would you like us to help you boost your application, too?

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[Call Us](#)

